



State of North Carolina
Department of Public Safety
Prisons

Chapter: ADMINISTRATION
Section: 1.10
Title: OFFENDER
SPECIAL DRAW REQUESTS
Issue Date: 06/30/21
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Standard Operating Procedures

I. PURPOSE

To explain the special draw process by which offenders can withdraw funds from their Trust Fund Accounts for certain expenditures other than canteen purchases.

II. REQUIREMENTS

The Trust Fund Clerk shall be responsible for processing the Special Draw Requests. The Superintendent will approve the Special Draw Requests.

III. DEFINITIONS

- (a) Special Draw – The process that enables offenders to send money from their trust fund account for purposes as defined and approved by DPS policy.
- (b) Special Draw Request – Form PCI 1.10-1
- (c) Offender Request to Purchase Art Supplies – Form PCI 1.10-2
- (d) Offender Art Supply Purchase & Use Agreement – Form PCI 1.10-3
- (e) Offender Request for Additional Personal Property - Form PCI 3.22-1
- (f) Offender Request to Purchase Wallet – Form PCI 1.10-4
- (f) Bank Fees - \$ 5.00 for a money order, for special draws under \$1,000.00.
\$10.00 for a cashier's check, for special draws \$1,000.00 and over.

IV. OPERATIONS/PROCEDURES

- (a) Offenders may request approval for a special draw from their Trust Fund Account for such purposes as to help support dependents, pay an attorney or other legitimate creditor.

procure articles authorized under Department regulations and policies; transfer of funds from one inmate's account to another, and to open a savings account in accordance with Departmental policy.

- (b) Offenders shall not be allowed to dispose of funds for the sole purpose of gaining the benefits of indigence.
- (c) Special Draw Requests under \$5,000.00 are approved at the facility level.
- (d) Special Draw Requests for \$5,000.00 and over will be approved by the Facility Head, then forwarded for approval to the Region Director. After approval at the Region Level, the request will be sent to the IBS Helpdesk for review by the Director's Office. The request will then be sent to Controller's Office for final review and approval. All supporting documentation will be included. Documents can be scanned and sent via e-mail. Once approved, the Facility Head will receive notification that a check can be cut and converted to a cashier's check to be mailed out.
- (e) The Special Draw Request forms may be obtained from either custody or programs staff assigned to the offender's housing unit.
- (f) Offender Responsibility:
 - (1) The offender will fill out the request form with the dollar amount to be withdrawn from his account, including the bank's fee. The offender should fold the form in half and attach a stamped self-addressed envelope to the form before placing it in the mail drop box. The offender should note on the outside of the form that the request is to be forwarded to the Trust Fund Clerk.
 - (2) If the offender is sending money to an individual, proper documentation must be attached, along with written justification. Examples of acceptable documentation would be a bill, invoice, or statement. The individual should be on the offender's approved visitor's list. Exceptions may be made on a case by case basis.
 - (3) If the offender is sending money to a church, organization, or any type of group, proper documentation must be attached, along with written justification. Examples of acceptable documentation would be a bill, invoice, or statement.
 - (4) If the offender's request is for any purchase that requires a completed order form to be enclosed with payment, the order form must accompany the Special Draw Request and must be from the company. The order form may not be handwritten.
 - (5) If the offender is ordering books, magazines, newspapers, or photographs, the Offender Request for Additional Personal Property, PCI 3.22-1, must be completed, approved by unit management, and attached to the Special Draw Request.
 - (6) Policy prohibits an offender from incurring debt while incarcerated. This means

that full payment must accompany an order for a magazine, book, etc. The offender cannot place the order without payment, nor can he make monthly payments.

(g) Staff Responsibility:

- (1) When the Trust Fund Clerk receives the request, he/she will first check the offender's account to verify that funds are available. If the request is to send money to an individual, the offender's approved visitor list will be checked. The request form will then be forwarded to the Facility Head or the Administrative Officer for approval, dependent on the amount.
- (2) Special draw requests over \$100.00 will be approved by the Facility Head.
- (3) If the request is approved, the funds will be withdrawn from the offender's account. The Trust Fund Clerk will document justification on the FS11 comments when writing the check and documentation will be filed for audit and research purposes. The information on the check comments will include what is being paid and the address the check is being sent to.
- (4) One IBS check will be issued for each special draw request. Trust Fund Clerk place the check in the stamped envelope provided by the offender and mail it out. The offender will receive a copy of the processed request form as verification that it has been completed.
- (5) If the request is disapproved, the reason for the disapproval will be explained on the request form and returned to the Trust Fund Clerk, who will then return the disapproved request and the SASE to the offender.

(h) Religious Paraphernalia:

- (1) If an offender wishes to purchase religious paraphernalia, he must submit a Religious Paraphernalia Request form to the Director of Programs for review and approval first.
- (2) Once that request is approved, the offender will complete a Special Draw Request form and submit it to Trust Fund Clerk, with the Religious Paraphernalia Request attached.
- (3) Authorized religious items must be purchased from a DPS authorized vendor.
- (4) Copies will be forwarded to the Mailroom.
- (5) When religious paraphernalia is received in the mailroom, the mailroom clerk will verify order with order form and notify the Religious Programs Supervisor. The supervisor will pickup from the mailroom and distribute to the offender.


(i) Art Supplies:

- (1) Offenders wishing to purchase art supplies will complete and sign a Request to Purchase Art Supplies along with an Offender Art Supply Purchase and Use Agreement. The offender will take the request and agreement form to their Unit Manager for approval and signature. The offender will then fold the forms in half and attach a stamped envelope with the offender's return address printed on the envelope. The offender will place the form in the mail drop box. The offender should note on the outside of the form that the request is to be forwarded to the Trust Fund Clerk.
- (2) If the amount is not correct or the funds are not available, the Trust Fund Clerk will return the request to the offender noting the reason for the return. If the purchase amount is different and the offender still wishes to still process the request, he will initial the change of the purchase amount on the form and re-submit the request.
- (3) The Trust Fund Clerk will verify that the order total is correct and that the funds are available in the offender's account. The request will be forwarded to the Warden or the Administrative Officer for approval/disapproval.
- (4) Once approved, the request will be returned to the Trust Fund Clerk, who will issue a check for the purchase (Refer to Section C.3 of this SOP) of the supplies. The check and request form will be mailed to the vendor. Copies will be retained in the Trust Fund Office. Copies will be forwarded to the offender and the Fiscal Sergeant and Mailroom.
- (5) The vendor will ship the order to the facility in care of the Fiscal Sergeant. Once the order is received it will be checked to make sure it is correct, then a DC-160 Offender Personal Property form will be completed for the supplies and the offender will be called to the Laundry to receive the order. The Unit Manager and Unit Sergeant will be notified that the offender will be returning to the housing unit with the art supplies and property form.
- (6) When the vendor prices change, the form will be updated and distributed.

(j) Wallet

- (1) Offenders may possess a one (1) wallet. Offenders may choose to order the wallet through Special Draw or have someone else order directly from a distributor. Offenders wishing to purchase a wallet will complete the Offender Request to Purchase Wallet form PCI 1.10-4. A Special Draw Request and Order form from a distributor. The requests and forms will be taken to the Unit Manager for approval and signature. The Offender will forward a self-addressed stamp envelope with all signed approved documents to trust fund for processing.

- (2) If the amount is not correct or the funds are not available, the Trust Fund Clerk will return the request to the offender noting the reason for the return. If the purchase amount is different and the offender still wishes to still process the request, he will initial the change of the purchase amount on the form and re-submit the request.
- (3) The Trust Fund Clerk will verify that the order total is correct and that the funds are available in the offender's account. The request will be forwarded to the Superintendent or the Administrative Officer for approval/disapproval.
- (4) Once approved, the request will be returned to the Trust Fund Clerk, who will issue a check for the purchase (Refer to Section C.3 of this SOP) of the wallet. The check and request form will be mailed to the distributor. Copies will be retained in the Trust Fund Office. Copies will be forwarded to the offender and the Mail Room.
- (5) Once wallet is received in the mailroom, the mailroom clerk will verify the order and contact the Unit Manager for pick up. Unit Management will be responsible for distribution of the wallet and to ensure the offender is only in possession of one (1) wallet at any given time.
- (6) Offenders wishing to have someone order a wallet for them will complete the Offender Request to Purchase Wallet form PCI 1.10-4. The Unit Manager will approve, sign and forward to the Mailroom. Once wallet is received in the mailroom, the mailroom clerk will verify the order and contact the Unit Manager for pick up. Unit Management will be responsible for distribution of the wallet and to ensure the offender is only in possession of one (1) wallet at any given time.


Facility Head7/6/21
Date

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State of North Carolina
Department of Public Safety
Prisons

Chapter: B
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Disciplinary
Procedures**
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POLICY AND PROCEDURE

.0201 GENERAL

Offender conformity to prison rules is necessary for the orderly, safe, and secure operation of correctional facilities. Effective, fair, and consistent disciplinary procedures enhance the orderly operation of the facility and reinforce appropriate behavior and responsibility. Prisons shall promulgate offender conduct rules and disciplinary procedures and sanctions for all new admissions to the prison system and make them available in conspicuous locations within each correctional facility. Offender Disciplinary Policies and Procedures shall be reviewed annually and updated if necessary, by Prisons Chief Disciplinary Hearing Officer. (4-4226)

.0202 DISCIPLINARY OFFENSES

Disciplinary offenses are divided into three (3) classes, Class A through Class C. Class A offenses are the most serious and Class C offenses are the least serious.

(a) The following are the Class A disciplinary offense:

- (A01) Seize or hold a hostage or in any manner unlawfully detain any person against his/her will;
- (A02) Participate in a riot, insurrection, work stoppage or group demonstration, or incite/encourage others to riot, participate in an insurrection, work stoppage or other group demonstration;
- (A03) Commit an assault on a staff member with a weapon, or by any other means likely to produce injury, such as hitting, kicking, pushing, pulling, or throwing objects;
- (A04) Commit an assault on another with a weapon or any other means likely to produce injury, such as hitting, kicking, pushing, pulling, or throwing objects;
- (A05) Commit an assault on another offender with intent to commit any sexual act;
- (A06) Escaping or attempting to escape from any prison facility, community assignment, during transport, or from the supervision of prison staff or its authorized agent. Attempt will include possession of escape plans, possession of any object that could aid in an escape, attempt to hide within the facility to affect an escape, or any other action that could result in escape if correctional staff did not intervene;
- (A07) Possess, manufacture, and/or detonate an incendiary or explosive device;
- (A08) Set a fire;
- (A09) Commit an assault on a staff member by throwing liquids, (including but not limited to urine and feces), or spitting on a staff member;
- (A10) Fight or engage in a mutual physical confrontation involving weapons (including but not limited to knives, locks, and razors), or resulting in outside medical attention;
- (A11) Commit an assault on a staff member with intent to commit any sexual act;

- (A12) Manufacture, possess, introduce, sell or use any unauthorized controlled substance, unauthorized intoxicant or alcoholic beverage, or possess associated paraphernalia;
 - (A13) Refuse to submit to a drug test or breathalyzer test, or interfere with the taking of such tests;
 - (A14) Participate in, or organize, whether individually or in concert with others, any gang or Security Risk Group (SRG), or participate in any activity or behavior associated with a Security Risk Group;
 - (A15) Offer, give, solicit or accept a bribe, or offer to give or withhold anything to persuade staff to neglect duties or perform favors;
 - (A16) Possess or use in any manner any type of unauthorized recording or image taking device or any type of unauthorized communication device whether audio, video, or any device that has direct outside communication capability: e.g. internet, email, instant message. Examples include, but are not limited to, smart phones, mobile cellular phones, desktops, laptops/electronic tablets, cameras, tape recorders or digital recorders that can be used to send and/or receive any type of messages/images/data for any purpose, or possess any associated component of an above noted device;
 - (A17) Commit an assault on any person, other than an employee or offender, with intent to commit any sexual act;
 - (A18) Knowingly make to any person a false oral or written allegation about a staff member that, if true, could expose the staff member to criminal liability;
 - (A19) Commit an assault on another by throwing liquids (including but not limited to urine and feces), or spitting on another;
 - (A20) Wrongfully take, give away, or carry away, canteen inventory/cash, which results in a loss of more than one hundred dollars (\$100.00);
 - (A21) Extortion, strong-arming, verbal or physical intimidation for personal or financial gain;
 - (A22) Instigate or provoke an assault on a staff member; (Formerly B13)
 - (A23) Instigate or provoke an assault on another (including but not limited to other offenders, civilians, etc.); (Formerly B07)
 - (A98) Deliberately provide false and/or misleading information to staff during an investigation related to any offense in this class;
 - (A99) Attempt to commit any of the above-listed offenses, aid another person to commit any of the above-listed offenses, or make plans to commit any of the above-listed offenses. It shall be no defense that an individual was prevented from completing any of the above-listed offenses by prison staff or intervening circumstances.
- (b) The following are the Class B disciplinary offenses:
- (B01) Possess or have under control any weapon or instrument to aid in an assault, insurrection or riot;
 - (B02) Flood cell(s);
 - (B03) Willfully tamper with, damage or block any camera, locking device, fence, door, gate, window or cell light;
 - (B04) No longer in use. See offense A12.
 - (B05) Knowingly inhale, smell or breathe any vapors, fumes or odors, or possess for the purpose of inducing or attempting to induce intoxication through inhalation; or

- possess, inject, or ingest any non-controlled substance for the purpose of altering mental or physical capacity;
- (B06) Commit, solicit or incite others to commit any sexual act or indecently expose oneself, or touch the sexual or other intimate parts of oneself or another person for the purpose of sexual gratification;
 - (B07) No longer in use. See Offense A23;
 - (B08) Interfere with a staff member in the performance of his or her duties;
 - (B09) Violate any law of the State of North Carolina or the United States of America;
General Statute must be cited. This offense is to be used only if the misconduct cannot be addressed by an existing infraction;
 - (B10) Commit or incite others to commit acts, which spread or may spread communicable diseases, or possess any instruments capable of spreading communicable diseases (including but not limited to tattooing instruments and needles);
 - (B11) No longer in use. See offense A13.
 - (B12) Leave, quit without authorization, fail to report, or neglect to adhere to approved schedules for community-based programs;
 - (B13) No longer in use. See Offense A22;
 - (B14) Willfully damage, destroy, alter, tamper with or lose State property or property belonging to another; (Formerly D09)
 - (B15) Communicating directly, indirectly, via a third party, or in any manner with victims, or family members of the victims, who have requested in writing to Department of Public Safety officials that such communication is unwanted; and/or notified in writing by Department of Public Safety officials of a no contact order;
 - (B16) No longer in use. See offenses B23 and C21
 - (B17) Causing a work stoppage, delaying work while on community work assignment, or causing the offender to be returned to the facility due to misconduct;
 - (B18) Threaten to harm or injure staff or civilian; (Formerly C12)
 - (B19) Sell, accumulate, give, misuse, or hide medication; (Formerly C01)
 - (B20) Commit an assault on a staff member in a manner unlikely to produce injury;
 - (B21) Commit an assault on another in a manner unlikely to produce injury;
 - (B22) Fight or engage in a mutual physical confrontation not involving weapons, or not involving outside medical attention; (Formerly C04)
 - (B23) Manufacture, distribute or possess a significant amount of tobacco unlikely for personal consumption;
 - (B98) Deliberately provide false and/or misleading information to staff during an investigation related to any offense in this class;
 - (B99) Attempt to commit any of the above-listed offenses, aid another person to commit any of the above-listed offenses, or make plans to commit any of the above-listed offenses. It shall be no defense that an individual was prevented from completing any of the above-listed offenses by prison staff or intervening circumstances.
- (c) The following are Class C disciplinary offenses:
- (C01) No longer in use. See Offense B19.
 - (C02) Direct toward or use in the presence of any State official, any member of the prison staff, any offender, or any member of the general public, oral or written

- language or specific gestures or acts that are generally considered disrespectful, profane, lewd, or defamatory;
- (C03) Willfully disobey, fail to obey, or cause another offender to disobey or fail to obey any lawful order of a prison official or employee, be in an unauthorized location, or any other lawful order to which subject;
 - (C04) No longer in use. See Offense B22.
 - (C05) Offer, give, solicit or accept a bribe or offer to give or withhold anything to persuade another to neglect duties or perform favors;
 - (C06) Leave, quit without authorization, fail to report or fail to report (on time to any scheduled facility job, work or program assignment, or any other appointment), or overtly refuse to accept a work or program assignment; or negligently fail to perform or complete any assigned duties;
 - (C07) Threaten to harm or injure another offender;
 - (C08) Wrongfully take, carry away, or damage personal or state property or accept or buy such property with the knowledge it has been wrongfully taken;
 - (C09) Barter or trade; loan, give, or borrow; gamble or possess gambling paraphernalia; solicit or engage in any business activity;
 - (C10) No longer in use.
 - (C11) Misuse or use without authorization, the telephone or mail;
 - (C12) No longer in use. See Offense B18.
 - (C13) Willfully create a hazardous or physically/verbally offensive condition, or situation, or disruption in any setting (i.e. group meetings, religious services); whether for personal gain or solicitation; (Formerly Offense D05)
 - (C14) Possess funds in a form other than authorized by Prisons' Policy, in excess of the authorized amount, or from an unauthorized source; (Formerly Offense D10)
 - (C15) Possess stamps in excess of the authorized amount as specified in Prisons' Policies or possessing counterfeit or altered stamps;
 - (C16) Counterfeit, forge, alter or reproduce without authorization any document, article of identification, or other papers, or knowingly possess such falsified materials; (Formerly D08)
 - (C17) Possess contraband not constituting a threat of escape or a danger of violence; (Formerly Offense D03)
 - (C18) Exchange articles of clothing/linen/sheets, possess unauthorized or excess clothing/linen/sheets, or mutilate or alter State issued clothing/linen/sheets or wear or use same; Misuse prison supplies (Formerly Offense D07 & D15)
 - (C19) Feign physical or mental illness or disablement for any purpose; (Formerly Offense D14)
 - (C20) Assist another person with litigation or legal matters; (Formerly Offense D16)
 - (C21) Possess or use any tobacco products or paraphernalia for personal consumption; or possess unauthorized lighters or lighting devices;
 - (C99) Attempt to commit any of the above-listed offenses, aid another person to commit any of the above-listed offenses, or make plans to commit any of the above-listed offenses. It shall be no defense that an individual was prevented from completing any of the above-listed offenses by prison staff or intervening circumstances.
- (d) The following are the Class D disciplinary offenses: No longer in use.
- (D01) No longer in use. See Offense C03.

- (D02) No longer in use. See Offense C06.
- (D03) No longer in use. See Offense C17.
- (D04) No longer in use. See Offense C09.
- (D05) No longer in use. See Offense C13.
- (D06) No longer in use.
- (D07) No longer in use. See Offense C18.
- (D08) No longer in use. See Offense C19.
- (D09) No longer in use. See Offense B14.
- (D10) No longer in use. See Offense C14.
- (D11) No longer in use. See Offense C14.
- (D12) No longer in use.
- (D13) No longer in use.
- (D14) No longer in use. See Offense C19.
- (D15) No longer in use. See Offense C18.
- (D16) No longer in use. See Offense C20.
- (D99) No longer in use.

.0203 ADMINISTRATIVE FEES

- (a) All offenders whose offenses result in a guilty disposition will be assessed an administrative fee of \$10.00 through the Inmate banking system of OPUS. Only one fee per disciplinary report is to be assessed regardless of the number of charges or number of reinvestigations.
- (b) All administrative fees will be electronically collected through Inmate banking system and transferred to the General Fund.

.0204 AUTHORIZED DISCIPLINARY SANCTIONS

Presumptive sanctions are established for the three (3) classes of offenses. Unless the sanction is decreased or suspended by the Hearing Officer per section .0204(e)(4) and (5), or decreased or suspended by the Facility Head/Designee per section .0204(e)(6) and (f)(2), all the presumptive sanctions listed for each class may be imposed for conviction of a disciplinary offense within the given class. The Facility Head/Designee may void any disciplinary sanction. In those cases where the Facility Head/Designee voids a disciplinary sanction, designated staff shall forward a memorandum or email documenting this action to the Chief Disciplinary Hearing Officer who shall ensure that it is documented in the offender's appropriate electronic file. The presumptive sanctions are as follows:

- (a) For a Class A offense, presumptive sanctions are authorized:
 - (1) Confinement in Restrictive Housing for Disciplinary Purposes (RHDP) for up to 30 days.
 - (2) Loss of up to 30 days sentence credits, as applicable.
 - (3) Up to 50 hours extra duty within the next 60 days following the hearing or release from Restrictive Housing for Disciplinary Purposes (RHDP). Not more than 4 hours shall be performed on a workday and not more than 8 hours on other days.

- (4) Loss of up to three (3) privileges for a period not to exceed ninety (90) days.
 - (5) Limit weekly trust fund withdrawals to \$ 10.00 for a period not to exceed ninety (90) days.
 - (6) Demotion within minimum custody.
- (b) For a Class B offense, presumptive sanctions are authorized:
- (1) Confinement in Restrictive Housing for Disciplinary Purposes (RHDP) for up to 20 days.
 - (2) Loss of up to 20 days' sentence credits, as applicable.
 - (3) Up to 40 hours' extra duty within the next 60 days following the hearing or release from Restrictive Housing for Disciplinary Purposes (RHDP). Not more than 4 hours shall be performed on a workday and not more than 8 hours on other days.
 - (4) Loss of up to two (2) privileges for a period not to exceed sixty (60) days.
 - (5) Limit weekly trust fund withdrawals to \$10.00 for a period not to exceed sixty (60) days.
 - (6) Demotion within minimum custody.
- (c) For a Class C offense, presumptive sanctions are authorized:
- (1) Demotion within minimum custody.
 - (2) Loss of up to 10 days sentence credits, as applicable
 - (3) Up to 30 hours' extra duty within the next 45 days following the hearing or release from Restrictive Housing for Disciplinary Purposes (RHDP). Not more than 4 hours shall be performed on a workday and not more than 8 hours on other days.
 - (4) Loss of up to two (2) privileges for a period not to exceed thirty (30) days.
 - (5) Limit weekly trust fund withdrawals to \$10.00 for a period not to exceed thirty (30) days.
- (d) Other Requirements:
- (1) When initiating disciplinary procedures for an offender found possessing excess stamps or funds in a form other than that authorized or in excess of the authorized amount, the Facility Head/Designee shall secure all of the money/excess stamps found in the offender's possession in accordance with current Prisons policy for money and stamps. The disposition is to be included in

the Investigation Officer's report. Upon a guilty verdict, the disposition of money/stamps taken will be documented on the OR14, Comment screen; at the level, the verdict is rendered. Balances of money and stamps will be transferred in accordance with current Prisons policy for money and stamps if the offender is found guilty. Excess stamps taken will be documented on the OR14, Comment screen, at the level the verdict is rendered and handled in accordance with current Prisons policy regarding authorized items.

- (2) Offender personal property that is confiscated in conjunction with a disciplinary offense will be treated as contraband and documented on the OR14, Comment screen, by the Investigating Officer. Following a verdict of guilty, the Facility Head/Designee or Disciplinary Hearing Officer shall document disposition of Unauthorized Personal Property in accordance with current Prisons policy, on the OR14, Comment screen. Balances in the Unauthorized Funds account will be transferred in accordance with current Prisons policy if the offender is found guilty.
- (3) Should the Facility Head/Designee or Disciplinary Hearing Officer restrict the Trust Fund withdrawal to \$10.00 per week, the action will be applied electronically through the OPUS Inmate banking system.
- (4) The Disciplinary Hearing Officer may decrease the presumptive sanction under any Class, A – C. The reason shall be recorded on the ISO4, Disciplinary Hearing Officer screen, with comments via OR14, Comment screen. Documentation on the OR14 screen is required for all decisions whether following presumptive or deviating from the same. In the case of multiple charges incurred from a single incident report, the total amount of Restrictive Housing for Disciplinary Purposes (RHDP) imposed shall be limited to the maximum allowed for the highest-class offense, and no single privilege shall be suspended for more than ninety 90 days. Periods of suspension of the same privilege shall run consecutively. Periods of suspension of unlike privileges shall run concurrently.
- (5) The Disciplinary Hearing Officer may suspend part or all of the presumptive sanctions for a period not to exceed ninety (90) days. The reason for suspending sanctions shall be recorded on the IS04, Disciplinary Hearing Officer screen, via the OR14, Comment screen. The Disciplinary Hearing Officer may activate a suspended sanction if a disciplinary conviction occurs during the suspension time period.
- (6) The Facility Head/Designee may decrease the presumptive sanction under any class B – C. The reason for the decrease of presumptive sanctions or suspension of any part of the presumptive sanctions shall be recorded on the IS03, Charges and Plea screen, with comments via OR14, Comment screen. Documentation on the OR14 screen is required for all decisions whether following presumptive or deviating from the same. No single offense to which an offender voluntarily pleads and waives a hearing before the Facility Head/Designee or Disciplinary Hearing Officer shall result in active sanctions greater than the presumptive sanction for the offense that is one class below the offense charged or suspension

of all the presumptive sanctions of the class charged. In the case of multiple charges stemming from a single incident report, the total amount of Restrictive Housing for Disciplinary Purposes (RHDP) imposed shall be limited to the maximum allowed for the highest-class offense from this single incident and suspension of any privilege type shall be limited to 90 days.

- (7) The Facility Head/Designee may also activate a suspended sanction if a disciplinary conviction occurs during the suspension time period in the case of a waiver of hearing and plea of guilty.
 - (8) Sanctions are active immediately and may be imposed immediately by the Facility Head/Designee. Appeal of the disciplinary will not delay sanctions from being imposed.
 - (9) Restrictive Housing for Administrative Purposes (RHAP) is authorized to provide necessary control while completing an investigation. No offender may be placed in Restrictive Housing for Administrative Purposes (RHAP) for more than 72 hours without the documented approval of the Facility Head/Designee. The time that the offender is assigned on Restrictive Housing for Administrative Purposes (RHAP) awaiting disposition of an offense shall be credited toward any Restrictive Housing for Disciplinary Purposes (RHDP) subsequently imposed for the incident. (4-4235)
 - (10) If for any reason a sanction is not fully completed within ninety (90) days from the date of imposition, or date of activation of a suspended sentence, then the remaining balance will automatically become null and void.
 - (11) Continuous confinement of an offender to Restrictive Housing for Disciplinary Purposes (RHDP) for more than thirty (30) days requires review and approval by the Facility Head/Designee. An offender will not serve more than thirty 30 consecutive days in Restrictive Housing for Disciplinary Purposes (RHDP).
 - (12) Food may not be used as a form of disciplinary sanctions. (4-4320)
 - (13) If an offender should be found not guilty of an alleged violation, the disciplinary report is removed from the offender's electronic files automatically by OPUS. (4-4246)
- (e) Other Requirements Which Apply to Specific Classifications of Offenses:
- (1) When an offender is charged with any Class A offense, or the B08, B20, or B21 offenses, the offender must be referred to the Disciplinary Hearing Officer for disposition and the Referring Authority should document this on the IS03 screen and comments via the OR14, Comment screen.
 - (2) Suspension of privileges as presumptive sanctions for Class C offenses may occur during or after Restrictive Housing for Disciplinary Purposes (RHDP), at the discretion of the Facility Head/Designee.
 - (3) When an offender pleads guilty to an authority for a Class C offense, the sanction

will be a suspended Class C sanction.

- (4) Offenders who escape while participating on work release, study release, home leave, or any other program authorized under G.S. 148.4 are subject to administrative disciplinary action as follows:
 - (A) The offender should be charged with disciplinary infraction B-12, (Leave, quit without authorization, fail to report, or neglect to adhere to approved schedules for community based programs) if the offender:
 - (I) Voluntarily returns to the off-site community-based program site prior to facility staff being notified he/she is unaccounted for;
 - (II) Voluntarily returns to the facility within 24 hours and prior to the initiation of escape procedures; (Escape procedures should be put into effect as soon as staff learn an offender has left from a community-based program); and
 - (III) Commits no new criminal offenses while away from his/her assigned location regardless of when he/she returned to custody.
 - (B) The offender should be charged with disciplinary infraction A06, (escape or attempting to escape-this includes possessing any materials that could assist with an escape) if the offender:
 - (I) Does not voluntarily return to the off-site community-based program or the prison facility prior to initiation of escape procedures;
 - (II) Does not return to the facility within 24 hours of leaving the community-based program; or
 - (III) Commits any criminal offense while away from his/her assigned location.

.0205 DISCIPLINARY PROCEDURES

- (a) Reporting and Preventing Misconduct
 - (1) Any Department of Public Safety employee or agent who witnesses an act of misconduct on the part of an offender or offenders shall take appropriate action to prevent continuation of the misconduct.
 - (2) The employee(s) witnessing the misconduct or other appropriate staff may try to counsel the offender to stop the misbehavior and prevent recurrence.
 - (3) When counseling is not appropriate or is ineffective, a written report of the actual or suspected misconduct should be presented to the Facility Head/Designee as soon as possible after the incident but no later than the end of the employees' shift, unless extenuating circumstances exist. The written report should include,

but not be limited to, details of the reported misconduct, any unusual offender behavior, any staff witnesses, any physical evidence and its disposition, any immediate action taken, including the use of force, and the reporting party's signature and date and time of report.

- (4) Anyone, including offenders, may report offender misconduct. When a report of offender misconduct is received from someone other than an employee, a written witness statement should be requested.

(b) Time Frames

- (1) The Officer-In-Charge should assign an Investigating Officer within 24 hours after being notified of actual or suspected offender misconduct or after being notified of a reinvestigation by the Disciplinary Hearing Officer or the Chief Disciplinary Hearing Officer via the IP51 0 25 screen. Assignment will be documented on the IS02, Disciplinary Investigation screen, and comments can be made on the OR14, Comment screen.
- (2) When an alleged rule violation is reported or a reinvestigation has been ordered, an appropriate investigation is begun within 24 hours of the time the violation is reported or ordered for reinvestigation and is completed within 72 hours, unless an extension is granted and documented by the appropriate authority. The Investigating Officer will document the start of the investigation on the IS02, Disciplinary Investigation screen and on the OR14, Comment screen. (4-4234)
- (3) The Investigating Officer should submit the investigative report through use of the IS02, Disciplinary Investigation screen and process and summarize the results on the OR14, Comment screen. This report should be completed and submitted to the Facility Head/Designee within 72 hours of beginning the investigation unless an extension is granted and documented by the appropriate authority. (4-4236/4-4240)
- (4) The Facility Head/Designee will access completed investigations via the IP51 0 20, Pending Review screen. That authority will review the investigation within 72 hours and decide if formal disciplinary action, or further disciplinary action in the case of a rehearing ordered by the Chief Disciplinary Hearing Officer, is required unless additional time is granted and documented by the appropriate authority. If disciplinary action is required, the authority/designee will document formal charges on the IS03, Disciplinary Charges and Pleas screen. The summary of the charges will be documented on the OR14, Comment screen. The disciplinary report will then be printed and the offender should be advised in writing of the charges and given a copy within this time frame. A plea of guilty and waiver of hearing should be documented on the IS03, Disciplinary Charges and Pleas screen and on the OR14, Comment screen. (4-4230/4-4238/4-4240). Documentation is required for all decisions whether following presumptive sanctions or deviating from the same.
- (5) The Disciplinary Hearing Officer will access referrals via IP51 0 21, Pending Review screen, convene the disciplinary hearing, and document the proceedings on the IS04, Disciplinary Hearing Officer screen and on the OR14, Comment

screen within seven (7) days, excluding weekends and holidays, after the offender has been charged with an offense unless an extension is granted. A plea of guilty and waiver of hearing should be documented on the IS04, Disciplinary Hearing Officer screen and on the OR14, Comment screen. The disposition of the charge is to be documented on the IS04, Disciplinary Hearing Officer screen and the summary of the hearing will be entered as comments on OR14, Comment screen. Documentation on the OR14 screen is required for all decisions whether following presumptive or deviating from the same.

- (6) The offender may appeal a guilty finding by the Disciplinary Hearing Officer in writing to the Prisons Director within 15 calendar days from the date of hearing. The appeal shall be received by the Prisons Director within 15 calendar days from the date of the hearing.
- (7) The Prisons Director/Designee will log receipt of the appeal and supporting documents on the IS05, Disciplinary Appeal screen. Tracking and notification to the facility and the offender will be accomplished via the IS05, Appeal screen, and batch jobs, to include appropriate alerts, pending reviews, and appeal letters. The designated facility staff should monitor these transactions daily. The review should be completed within thirty (30) calendar days of receipt of the offender's appeal and the offender promptly notified of the results. (4-4248)
- (8) The Facility Head/Designee may grant in writing additional time for charging the offender. The Facility Head/Designee will document the approval, rationale, and number of days requested, on the IS03, Disciplinary Charges and Pleas screen and OR14, Comment Screen.
- (9) Assistant Chief Disciplinary Hearing Officer may grant in writing additional time for convening the Disciplinary Hearing. The Disciplinary Hearing Officer will document the approval, rationale, and number of days requested, on the IS04, Disciplinary Hearing Officer screen, and OR14, Comment screen. (4-4239)
- (10) Extensions may be granted, with limited timeframe as follows:

Investigating Officers-15-day maximum
 Referring Authority-10-day maximum
 Disciplinary Hearing Officer-15-day maximum

- (11) The following list, which is not an all-inclusive list, provides some reasons for which additional time may be granted: (4-4239)
 - (A) In the event of extenuating circumstances, investigating officers, referring authorities and /or Disciplinary Hearing Officers may request additional time beyond those noted in section 10. The request shall be made to the Assistant Chief Disciplinary Hearing Officer or the Chief Disciplinary Hearing Officer via email. These are the only staff authorized to approve extensions in excess of the times noted in section 10.
 - (B) Law Enforcement or the District Attorney requests a suspension of the

disciplinary procedures to prevent interference with criminal investigations or prosecutions.

- (C) Witness(s) or evidence is not available or additional time is necessary to obtain additional information.
- (D) The accused offender is not available because of transfer for Restrictive Housing for Disciplinary Purposes (RHDP), medical or mental health reasons, or court appearance.

(c) Offender Rights

- (1) The offender has a right to:
 - (A) At least 24 hours advance written notice of the disciplinary charges before the hearing; (4-4236)
 - (B) Be informed of the alleged misconduct, and to make verbal and/or written statements to the Investigating Officer; (4-4242)
 - (C) Request in writing to the Investigating Officer, during the investigation, that a written witness statement(s) or evidence be gathered, or evidence or witness(s) be present at the hearing if charges are referred. If an offender is unable to write, he/she may request that the Investigating Officer transcribe his oral request(s), which the offender will sign, and date. Failure to make these requests on the offender witness form shall be deemed a waiver of such requests.
 - (D) In cases involving offenders identified as M4 – M5, Behavioral Health staff will complete the DC-556M. Additionally, the Investigative Officer, Facility Head/Designee or Disciplinary Hearing Officer may refer any offender to Behavioral Health staff when any offender displays obvious signs of mental health decline. This referral may occur at any time during the disciplinary process. Behavioral Health staff will conduct an evaluation and complete the DC-556M form within 5 business days from the date of the referral.
 - (E) If the offender is identified as Developmentally Disabled, the offender's Case Manager or another DD trained Case Manager must be notified. The Case Manager must be present when the offender is advised of his rights, must assist with communicating statements, must be present when the offender is charged by the Facility Head/Designee, when the Disciplinary Hearing Officer meets with the offender, and must assist with completion of the disciplinary appeal form should the offender desire to appeal a guilty verdict. Assistance at each level shall be documented on a separate DC-138B, Statement by Witness form and on the appropriate screens (IS02, IS03, or IS04 and OR14 at each level).
 - (F) Request the Facility Head/Designee to appoint a staff member to assist the offender at the hearing; (4-4243)

- (G) Be read the substance of the evidence and have the opportunity to explain or refute the evidence at the disciplinary hearing; and
 - (H) Appeal to the Prisons Director.
- (2) The offender may waive specific rights in writing or by overt refusal to cooperate with the disciplinary procedures associated with those rights. Overt offender uncooperativeness that leads to a waiver of a right shall be witnessed by a minimum of two staff persons and documented in the record of the disciplinary process. This includes, but is not limited to any refusal to sign the DC-138A, Offender Rights form, the DC-138B, Statement by Witness form, the Offense and Disciplinary report (batch job #50), the Record of Hearing form (batch job #55), and/or the Waiver of Hearing and Plea of Guilty form (batch job #60 or #65). A right not waived or refused by the offender is retained by the offender.
- (A) Force should not be used to make an offender attend the hearing.
 - (B) When an offender refuses to attend a hearing, the offender will be informed that the refusal to attend as scheduled is a waiver of the opportunity to attend and that the hearing will be conducted outside the offender's presence. (4-4241)
 - (C) When an offender refuses to attend a hearing, the offender should be given the opportunity to make a written statement regarding his refusal to attend the hearing and/or providing information to be considered at the hearing. This statement should be submitted at the time of refusal so that the offender is not allowed to disrupt the hearing schedule. (4-4241)
 - (D) The refusal to attend should be documented on the DC-138G, Refusal to Attend Disciplinary Hearing form, and witnessed by at least two staff persons, who should sign verifying they witnessed the offender's refusal. (4-4241)
 - (E) The Disciplinary Hearing Officer will document that the offender refused to attend the hearing, signed or refused to sign the DC-138G, Refusal to Attend Disciplinary Hearing form, staff names who witnessed the refusal, and that the written statements from staff and/or the offender documenting the refusal were reviewed. (4-4241)
 - (F) A refusal to attend a hearing only applies to the current hearing in question. By waiving a hearing, the offender does not automatically waive future hearings for other future disciplinary infractions.
- (3) Violation of these rights by staff may be grounds for dismissal of disciplinary charges.
- (d) Investigation Officer Appointment and Responsibilities
- (1) Each correctional facility should have one or more staff trained to serve as Investigating Officer. The Investigating Officer will be required to complete

formal OSDT approved Disciplinary Hearing Officer Procedures training prior to being given an OPUS profile to conduct offender disciplinary investigations.

- (2) The Officer-In-Charge will notify the Investigating Officer when a report of possible misconduct is reported.
- (3) A staff person who is witness to an offense cannot serve as the Investigating Officer for that offense.
- (4) Responsibilities:
 - (A) Fully investigate the alleged act of offender misconduct, which includes interviewing and acquiring a written statement from the person reporting the misconduct, the accused offender, and other witnesses, and employing other appropriate investigatory techniques.
 - (B) Advise the accused offender, in writing and orally, if necessary, of the rights enumerated in Section .0205(c) of this policy.
 - (C) Prepare a written investigation report on the IS02, Disciplinary Investigation screen and OR14, Comment screen, with appropriate comments. The report shall summarize the evidence gathered, disposition of money/stamps and/or contraband taken, interviews conducted, offender rights waived and/or requested, extensions requested/ approved, and written statements obtained during the investigation. Each written statement obtained should be summarized. If written statements are not taken from witnesses requested by the offender, their names and the explanation for not taking statements shall be included in the report. The names of witnesses requested by the offender to be present at the disciplinary hearing shall be included in the report, a written statement will be obtained from the requested witnesses to be present at the hearing, and a summary of each included in the report. The Investigating Officer may make recommendations regarding proceeding with formal disciplinary action, the presence of witnesses at the disciplinary hearing, and the particular offender conduct rule violation.
 - (D) Complete and present to the Facility Head/Designee the disciplinary package including the Investigating Officer's Report (batch job #45), written witness statements, and forms documenting advisement of offender rights and compliance with policy requirements.
 - (E) If necessary, acquire documented approval from the Facility Head/Designee to extend the investigation beyond the 72 hours from the beginning of the investigation.
- (5) The Investigating Officer is the only authorized investigatory staff member for the gathering of evidence.

(e) Behavior Health Staff Responsibilities

- (1) When an offender is referred for a mental health evaluation during the

investigative process, Behavioral Health Staff will make a report on the DC - 556M, as to:

- (A) Whether the offender's current mental illness precludes participation in the disciplinary process, in which case the disciplinary hearing should be postponed;
 - (B) Whether factors related to serious mental illness should be considered during the disciplinary process (not an opinion regarding criminal responsibility) and;
 - (C) Whether the offender's mental status contraindicates assignment to Restrictive Housing
- (2) The evaluation findings shall be forwarded to the Investigating Officer, filed as a part of the disciplinary record, and recorded in the electronic medical record (HERO).
- (3) The Disciplinary Hearing Officer should follow the findings and recommendations of Behavior Health Staff in parts (A) and (C) above unless there are strong overriding security reasons not to do so. These reasons must be clearly documented by the Disciplinary Hearing Officer on the OR14, Comment screen, and approved by the Facility Head/Designee in consultation with the appropriate Psychology Program Manager/designee. Unresolved disagreements will be referred to the Regional Assistant Director of Behavioral Health, who may consult with the Deputy Director for Auxiliary Services. Information provided in part (B) should be considered in combination with other available evidence.
- (4) All other issues related to the disciplinary process are referenced in the current Offender Disciplinary Policy and Procedure and shall be followed as directed.

(f) Facility Head Responsibilities

- (1) The disciplinary process is critical to the safe and orderly operation of prison facilities and the Facility Head is responsible for managing a fair and impartial process. Procedural correctness, protection of offender rights, thorough investigations, and proper documentation are the Facility Head/Designee's responsibility. The Facility Head/Designee shall review disciplinary hearings and dispositions to assure conformity with policy and procedure, as well as, sign and date the Offense and Disciplinary Report acknowledging the review. (4-4247)
- (2) The Facility Head/Designee also has the following responsibilities:
 - (A) Ensure one or more staff is trained to serve as Investigating Officers by completing the required Disciplinary Hearing Officer Procedures training
 - (B) Review the Investigating Officer's report and determine whether to counsel the offender or proceed with formal disciplinary action. If

counseling is used in lieu of formal disciplinary, it should be documented on the IS03, Disciplinary Charges and Plea screen, and the OR14, Comment screen, with appropriate comments and the appropriate counseling code.

- (C) Review the disciplinary package to ensure procedural correctness and the protection of offender rights.
 - (D) May refer the case, in writing, back to the Investigating Officer for further investigation or to protect the offender's rights.
 - (E) Decide whether to charge the offender with a disciplinary offense and, if so:
 - (I) determine the offense(s) with which the offender is to be charged;
 - (II) advise the offender of the charge(s);
 - (III) ask the offender if a staff representative is requested and, if so, appoint a staff member to this role;
 - (IV) complete the disciplinary report (batch job #50) by accessing the IS03, Disciplinary Charges and Plea screen, and provide the related comments on the OR14, Comment screen, to include but not be limited to, who, what, when, where, how, the offender's plea, rationale for sanctions if reduced below presumptive, requested extension(s), reason for request, number of days requested, and approval(s), etc.; Documentation on the OR14 screen is required for all decisions whether following presumptive or deviating from the same;
 - (V) give the offender a copy of the completed Offense and Disciplinary Report (batch job #50) with a summary that addresses the offense(s) for which the offender is being charged, and;
 - (VI) When required, authorize an extension to charge the offender beyond 72 hours.
 - (F) Ensure that pertinent items of information, reports, evidence, the accused, needed witnesses, and if requested, a staff representative, are available at the time of the disciplinary hearing.
 - (G) May appoint a staff member to present evidence to the Disciplinary Hearing Officer.
 - (H) Shall appoint a recorder to assist the Disciplinary Hearing Officer.
- (g) Staff Representative Responsibilities
- (1) If the appointed representative was a witness to the alleged misconduct, the Facility Head/Designee should be notified so a new representative may be

appointed.

- (2) The staff representative does not serve as an advocate or assume an adversarial role. The staff representative has no investigative authority.
- (3) Responsibilities:
 - (A) Assure that the offender has an opportunity to present their version of the facts to the Disciplinary Hearing Officer;
 - (B) Assist the offender with understanding the disciplinary process; and
 - (C) Make a written statement on the way the Representative assisted the accused offender.

(h) Waiver of Hearing and Plea of Guilty

- (1) The offender may voluntarily plead guilty, waive a hearing before the Facility Head/Designee or Disciplinary Hearing Officer, and accept a sanction less than the presumptive sanctions specified in Section .0204 of this policy. At the Disciplinary Hearing Officer level, a plea of guilty and a waiver of hearing will be documented on the IS04, Disciplinary Hearing Officer screen, and the OR14, Comment screen. The Waiver of Hearing & Plea of Guilty Report (batch job #65) and the Offense and Disciplinary Report (batch job #50) should be printed. The Record of Hearing Report (batch job #55) will only be generated on plea of guilty for (A) class offenses. At the Referring Authority level, the IS03, Disciplinary Charges and Plea screen, would be accessed and documentation of the offender's guilty plea should be documented on the OR14, Comment screen. The Waiver of Hearing & Plea of Guilty Report (batch job #60) and the Offense and Disciplinary Report (batch job #50) should be printed. The sanction will be at least one class below the offense to which the offender is pleading guilty and sanctions active or suspension of the presumptive sanctions for the offense to which the offender is pleading guilty, at the discretion of the Facility Head/Designee, or the Disciplinary Hearing Officer. (4-4237)
- (2) The offender shall sign the printed Waiver of Hearing & Plea of Guilty report (DHO level batch job #65, Unit level batch job #60) indicating that the plea and waiver are freely given and are not the result of any coercion or intimidation. If the offender is unable to sign due to restraints, this will be documented on the form, on the OR14, Comment screen, and a second witness will sign the form attesting the offender could not sign. This waiver also waives the right to appeal. The offender will be given a copy of the signed document (batch job #60 or #65).

(i) Disciplinary Hearing Officer Appointments (4-4240)

- (1) Disciplinary Hearing Officers shall be chosen to provide an impartial disciplinary hearing. No person who initiates the disciplinary charges or was a witness in the case may serve as a Disciplinary Hearing Officer.
- (2) The Prisons Director shall appoint and have trained one or more Disciplinary

Hearing Officers to hear and determine the disposition of formal disciplinary charges. These Disciplinary Hearing Officers will perform their responsibilities as full time and exclusive duties.

(j) Disciplinary Hearing Officer Responsibilities

- (1) The Disciplinary Hearing Officer reviews all the evidence for referred disciplinary cases, including both direct and circumstantial evidence, determines guilt or innocence, and determines sanctions consistent with this policy.
- (2) Responsibilities:
 - (A) Review the disciplinary package to ensure procedural correctness and the protection of offender rights;
 - (B) Determine if the offender has been diagnosed with mental illness;
 - (C) Arrange for a hearing within seven (7) days, excluding weekends and holidays, after the offender has been charged with an offense;
 - (D) Assure the presence of the people and evidence needed for the hearing;
 - (E) If necessary, refer the disciplinary back to the Facility Head/Designee for one of the reasons enumerated in policy section .0205(b)(11) or .0205(e)(1)(A);
 - (F) Read the charges to the accused offender and obtain a plea of guilty or not guilty;
 - (G) Read to the offender the witness statements and other evidence relating to guilt or innocence. Confidential information shall not be divulged in such a manner as to reveal the identity of the confidential source and/or jeopardize the safety of the confidential source;
 - (H) Give the accused offender the opportunity to make a verbal statement, to refute or explain evidence, and to present relevant evidence. (4-4242)
 - (I) Give witnesses, requested by the offender, the opportunity to testify either in person or by telephone; (4-4242)
 - (J) Document on the IS04, Disciplinary Hearing Officer screen, and OR14, Comment screen, providing relevant comments, reasons for declining to call requested witnesses or allowing the accused to present items of physical evidence. The factors considered in determining to call witnesses or present evidence shall include but not be limited to: (4-4242)
 - (I) relevance;
 - (II) duplicative or cumulative testimony;
 - (III) necessity;

(IV) offender's failure to make timely request for witnesses or physical evidence in advance of the hearing; and

(V) undue hazard related to the facility's safety or correctional goals

Whenever the presentation of live testimony or physical evidence is denied by the Disciplinary Hearing Officer, written statements gathered by the Investigating Officer may be used. The reason(s) for denial shall be documented on the IS04, Disciplinary Hearing Officer screen, with comments on the OR14, Comment screen;

(K) If the offender pleads guilty or is found guilty, the Disciplinary Hearing Officer may impose sanctions consistent with policy section .0204; Documentation is required for all decisions whether following presumptive sanctions or deviating from the same.

(L) Enter the findings of guilty, not guilty or dismissal and the rationale on the IS04, Disciplinary Hearing Officer screen, and OR14, Comment screen, and advise the offender of the decision. If offender is unable to sign due to restraints, a second witness will sign the form attesting offender could not sign. The decision shall be based solely on information, direct and/or circumstantial, obtained in the hearing process including staff reports, the status of the offender charges, evidence from witnesses, and all pertinent documentation. Give the offender a copy of the written statement of the evidence relied upon and the reasons for the sanctions imposed by accessing Record of Hearing report (batch job #55). Thoroughly document the course of the hearing on the OR14, Comment screen; (4-4244)

(3) Advise the offender of the right to appeal to the Prisons Director within 15 calendar days from the date of hearing. Appeal should be received by the Prison Director within 15 calendar days from the date of the hearing. (4-4245)

(A) Complete and distribute the Record of Hearing forms. (4-4245)

(B) A record of the hearing and findings is maintained for five years. (4-4240)

(k) Appeal to the Prisons Director

(1) If the offender appeals to the Prisons Director, his/her Designee is authorized to:

(A) Approve the Disciplinary Hearing Officer's decision.

(B) Order a re-investigation or re-hearing in whole or in part.

(C) Disapprove the Disciplinary Hearing Officer's decision and dismiss the case.

(D) Reduce but not increase the sanctions determined by the Disciplinary

Hearing Officer.

- (2) The decision by the Disciplinary Hearing Officer shall be final. Such decision can only be approved or disapproved by the Prisons Director/Designee.
 - (3) Appeals are only available for offenders convicted of disciplinary offenses. The Prisons Director/Designee cannot initiate an appeal of the Disciplinary Hearing Officer's final decision.
 - (4) Any offender who elects to plead guilty may not appeal the guilty plea.
 - (5) Tracking and notification to the facility and the offender will be accomplished via the IS05, Disciplinary Appeal screen, Alerts and Pending Reviews screens, and appropriate batch jobs, to include the Offender Appeal Decision Letter (batch job #40). The facility where the incident occurred shall print the Offender Appeal Decision Letter, give to the offender, and attach another copy with the disciplinary package. If the offender has transferred, the current housing facility should print the Offender Appeal Decision Letter and give to the offender.
- (1) Use of Offender Confidential Informant
- (1) If at all possible, written and signed statements should be obtained from the informant. These statements can be summarized by the person obtaining the statement so that the confidentiality of the informant is maintained. This summary statement will be a part of the disciplinary record; however, the confidential informant's statement will not be a part of the disciplinary record but will be made available to the Disciplinary Hearing Officer and maintained by the Facility Head/Designee in a confidential file for at least five (5) years. The staff member should sign the summary statement.
 - (2) In the event the informant fears for his/her safety and is unwilling to write a statement, the staff member taking the statement will provide a summary as part of the disciplinary record. The interviewer's notes and the name of the informant will be maintained by the Facility Head/Designee in a confidential file. The statement written for the confidential file should be a thorough description of the informant's information. The staff member should sign, including date and time, the statement, and request the informant to sign or initial.
 - (3) Before disciplinary action is taken based on information provided through confidential information, the following conditions should be met:
 - (A) The staff member making the summary statement must know the informant, have used him/her in the past and found him/her reliable, and received the information from the informant based on the informant's personal or firsthand knowledge. The information would also be admissible if physical evidence or other reliable evidence, including similar statements by other informants, corroborates the informant's information.
 - (B) The staff member should state the facts that support the reliability of the

confidential informant's statement, which should be filed with the confidential informant's statement.

- (C) The Disciplinary Hearing Officer should review the confidential statement and the reliability of the informant, as documented by the person obtaining the confidential informant's statement, and state this review in the Record of Hearing, on the OR14, Comment screen.
- (D) All staff involved in the collection and usage of confidential information should take steps to ensure the informant's identity is not disclosed.

(m) Rules Violation Related to Mental Illness

- (1) At any time during the disciplinary process, after offender misconduct has been identified, an authorized official may address the misconduct or otherwise dispose of the disciplinary action or rules violation when information indicates mental illness contributed significantly to the offender's behavior.
- (2) All offenders residing within the confines of Prisons must be held responsible and accountable for their actions; however, special consideration must be given to those offenders whose mental illness contributed significantly to their behavior and actions.
- (3) Offenders shall not be issued a rule violation for any of the following reasons:
 - (A) The behavior occurred in connection with a cell extraction for the administration of involuntary medication or involuntary medical treatment.
 - (B) The behavior occurred in connection with a cell extraction for transfer of the offender to a mental health inpatient unit or between mental health inpatient units.
 - (C) The behavior occurred in connection with being placed in mental health restraints and or stabilization.
- (4) When any of these circumstances are met, the offender's conduct shall be documented on a separate DC-138B, statement by witness form. Any use of force used during these situations shall be documented appropriately on an Incident/Use of Force report form and screens for inclusion in the offender's central file.

(n) Modifications

The Prisons Director may authorize modifications of this procedure consistent with its fundamental principles, provided any modification shall be in writing, approved by the Secretary of Public Safety and incorporated in the policies and procedures of the Department.

REFERENCE FORMS

07/17/17

Offender Disciplinary Procedures

The forms listed below are the forms used specifically for offender disciplinary packages. These forms are located on Prisons web page and maybe accessed by clicking the link below or as indicated. http://internal.doc.state.nc.us/dop/forms_main.htm .

DC-138A – Notice to Offender

DC-138B – Statement by Witness

DC-138F – Request for Extension of Time

DC-138G – Refusal to Attend Disciplinary Hearing

DC-556M – Disciplinary Behavioral Health Report * This form may be accessed at the facility providing mental health services.



July 17, 2017

Director of Prisons

Date

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State of North Carolina
Department of Public Safety
Prisons

Chapter: B
Section: .0200
Title: **Inmate Disciplinary Procedures**
Issue Date: 03/28/16
Supersedes: 04/01/14

POLICY AND PROCEDURE

.0201 GENERAL

Inmate conformity to prison rules is absolutely necessary for the orderly, safe, and secure operation of correctional facilities. Effective, fair, and consistent disciplinary procedures enhance the orderly operation of the facility and reinforce appropriate behavior and responsibility. Prisons shall promulgate inmate conduct rules and disciplinary procedures and sanctions for all new admissions to the prison system and make them available in conspicuous locations within each correctional facility. Inmate Disciplinary Policies and Procedures shall be reviewed annually and updated if necessary, by Prisons Chief Disciplinary Hearing Officer. (4-4226)

.0202 DISCIPLINARY OFFENSES

Disciplinary offenses are divided into four (4) classes, which are Class A through Class D. Class A offenses are the most serious and Class D offenses are the least serious.

(a) The following are the Class A disciplinary offenses:

- (A1) Seize or hold a hostage or in any manner unlawfully detain any person against his/her will;
- (A2) Participate in a riot, insurrection, work stoppage or group demonstration, or incite/encourage others to riot, participate in an insurrection, work stoppage or other group demonstration;
- (A3) Commit an assault on a staff member with a weapon or by any other means likely to produce injury, such as hitting, kicking, pushing, pulling, throwing objects;
- (A4) Commit an assault on another with a weapon or any other means likely to produce injury;
- (A5) Commit an assault on another inmate with intent to commit any sexual act;
- (A6) Escaping or attempting to escape from any prison facility, community assignment, during transport, or from the supervision of DOC staff or its authorized agent. Attempt will include possession of escape plans, possession of any object that could aid in an escape, attempt to hide within the facility to affect an escape, or any other action that could result in escape if correctional staff did not intervene;
- (A7) Possess, manufacture, and/or detonate an incendiary or explosive device;
- (A8) Set a fire that endangers the life of another person or damages state property;
- (A9) Commit an assault on a staff member by throwing liquids, (including but not limited to urine and feces), or spitting on a staff member;

- (A10) Fight or engage in a mutual physical confrontation involving weapons (including but not limited to knives, locks, and razors), or resulting in outside medical attention;
- (A11) Commit an assault on a staff member with intent to commit any sexual act;
- (A12) Manufacture, possess, introduce, sell or use any unauthorized controlled substance, unauthorized intoxicant or alcoholic beverage, or possess associated paraphernalia;
- (A13) Refuse to submit to a drug test or breathalyzer test, or interfere with the taking of such tests;
- (A14) Participate in, or organize, whether individually or in concert with others, any gang or Security Threat Group (STG), or participate in any activity or behavior associated with a Security Threat Group;
- (A15) Offer, give, solicit or accept a bribe, or offer to give or withhold anything to persuade staff to neglect duties or perform favors;
- (A16) Possess or use in any manner any type of unauthorized recording or image taking device or any type of unauthorized communication device whether audio, video, or any device that has direct outside communication capability: e.g. internet, email, instant message. Examples include but are not limited to smart phones, mobile cellular phones, desktops, laptop, personal digital assistants, cameras, tape recorders or digital recorders that can be used to send and/or receive any type of messages/images for any purpose;
- (A17) Commit an assault on any person, other than an employee or inmate, with intent to commit any sexual act;
- (A18) Knowingly make to any person a false oral or written allegation about a staff member that, if true, could expose the staff member to criminal liability;
- (A19) Commit an assault on another by throwing liquids (including but not limited to urine and feces), or spitting on another;
- (A20) Wrongfully take, give away, or carry away, canteen inventory/cash, which results in a loss of more than one hundred dollars (\$100.00);
- (A21) Extortion, strong-arming, verbal or physical intimidation for personal or financial gain;
- (A98) Deliberately provide false and/or misleading information to staff during an investigation related to any offense in this class;
- (A99) Attempt to commit any of the above-listed offenses, aid another person to commit any of the above-listed offenses, or make plans to commit any of the above-listed offenses. It shall be no defense that an individual was prevented from completing any of the above-listed offenses by prison staff or intervening circumstances.

(b) The following are the Class B disciplinary offenses:

- (B1) Possess or have under control any weapon or instrument to aid in an assault, insurrection or riot;
- (B2) Flood cell(s);
- (B3) Willfully tamper with, damage or block any camera, locking device, fence, door, gate or window;

- (B4) No longer in use. See offense A12.
- (B5) Knowingly inhale, smell or breathe any vapors, fumes or odors, or possess for the purpose of inducing or attempting to induce intoxication through inhalation; or possess, inject, or ingest any non-controlled substance for the purpose of altering mental or physical capacity;
- (B6) Commit, solicit or incite others to commit any sexual act or indecently expose oneself, or touch the sexual or other intimate parts of oneself or another person for the purpose of sexual gratification;
- (B7) Instigate or provoke an assault on another;
- (B8) Interfere with a staff member in the performance of his or her duties;
- *(B9) Violate any law of the State of North Carolina or the United States of America;
- (B10) Commit or incite others to commit acts, which spread or may spread communicable diseases, or possess any instruments capable of spreading communicable diseases (including but not limited to tattooing instruments and needles);
- (B11) No longer in use. See offense A13.
- (B12) Leave, quit without authorization, fail to report, or neglect to adhere to approved schedules for community-based programs;
- (B13) Instigate or provoke an assault on a staff member;
- (B14) Willfully damage, destroy, alter, tamper with or lose State property or property belonging to another;
- (B15) Communicating directly, indirectly, via a third party, or in any manner with victims, or family members of the victims, who have requested in writing to Department of Public Safety officials that such communication is unwanted; and/or notified in writing by Department of Public Safety officials of a no contact order;
- (B16) Possess any tobacco products or paraphernalia; or possess unauthorized lighters or lighting devices; or use any tobacco products;
- (B17) Causing work stoppage, or delaying work while on community work assignment in the community, causing the inmate to be returned to the facility due to inmate misconduct; /
- (B18) Threaten to harm or injure staff; (Formerly C12)
- (B19) Sell, accumulate, give, misuse, or hide medication; (Formerly C1)
- (B20) Commit an assault on a staff member in a manner unlikely to produce injury;
- (B21) Commit an assault on another in a manner unlikely to produce injury;
- (B98) Deliberately provide false and/or misleading information to staff during an investigation related to any offense in this class;
- (B99) Attempt to commit any of the above-listed offenses, aid another person to commit any of the above-listed offenses, or make plans to commit any of the above-listed offenses. It shall be no defense that an individual was prevented from completing any of the above-listed offenses by prison staff or intervening circumstances.

* An inmate should only be charged with Offense B9 in cases wherein a specific statute has been violated and the act is not covered by current Prisons disciplinary offenses. The specific statute should be cited.

(c) The following are Class C disciplinary offenses:

- (C1) No longer in use. See Offense B19.
- (C2) Direct toward or use in the presence of any State official, any member of the prison staff, any inmate, or any member of the general public, oral or written language or specific gestures or acts that are generally considered disrespectful, profane, lewd, or defamatory;
- (C3) Willfully disobey or fail to obey or cause another inmate to disobey or fail to obey any lawful order of a prison official or employee, or any other lawful order to which subject;
- (C4) Fight or engage in mutual physical confrontation not involving weapons, or not involving outside medical attention;
- (C5) Offer, give, solicit or accept a bribe or offer to give or withhold anything to persuade another to neglect duties or perform favors;
- (C6) Leave, quit without authorization, fail to report to any facility job, work or program assignment, or scheduled appointment;
- (C7) Threaten to harm or injure another or threaten to damage the property of any person;
- (C8) Wrongfully take or carry away the personal property of another or State property or accept or buy such property with the knowledge it has been wrongfully taken;
- (C9) Barter or trade; loan or borrow; solicit or engage in any business activity;
- (C10) No longer in use.
- (C11) Misuse or use without authorization, the telephone or mail;
- (C12) No longer in use. See Offense B18.
- (C13) Willfully create a hazardous or physically offensive condition or situation; (Formerly Offense D5)
- (C14) Possess funds in a form other than authorized by Prisons' Policy, in excess of the authorized amount, or from an unauthorized source; (Formerly Offense D10)
- (C15) Possess stamps in excess of the authorized amount as specified in Prisons' Policies;
- (C99) Attempt to commit any of the above-listed offenses, aid another person to commit any of the above-listed offenses, or make plans to commit any of the above-listed offenses. It shall be no defense that an individual was prevented from completing any of the above-listed offenses by prison staff or intervening circumstances.

(d) The following are the Class D disciplinary offenses:

- (D1) Be in an unauthorized location;
- (D2) Negligently fail to perform or complete assigned duties;
- (D3) Possess contraband not constituting a threat of escape or a danger of violence;
- (D4) Gamble or possess gambling paraphernalia;
- (D5) No longer in use. See Offense C13.
- (D6) Fail to go to bed when the lights are dimmed or get up during the night without securing permission of the correctional staff;

- (D7) Exchange articles of clothing/linen/sheets, possess unauthorized or excess clothing/linen/sheets, or mutilate or alter State issued clothing/linen/sheets or wear or use same;
- (D8) Counterfeit, forge, alter or reproduce without authorization any document, article of identification, stamps or other papers, or knowingly possess such falsified materials;
- (D9) No longer in use. See Offense B14.
- (D10) No longer in use. See Offense C14.
- (D11) No longer in use. See Offense C14.
- (D12) Fail to keep living quarters in a clean and/or proper condition;
- (D13) Fail to observe basic standards of personal hygiene in bathing and grooming;
- (D14) Feign physical or mental illness or disablement for any purpose;
- (D15) Misuse prison supplies;
- (D16) Assist another person with litigation or legal matters;
- (D99) Attempt to commit any of the above-listed offenses, aid another person to commit any of the above-listed offenses, or make plans to commit any of the above-listed offenses. It shall be no defense that an individual was prevented from completing any of the above-listed offenses by prison staff or intervening circumstances.

.0203 ADMINISTRATIVE FEES

- (a) All inmates whose offenses result in a guilty disposition will be assessed an administrative fee of \$10.00 through the Inmate Banking module of OPUS. Only one fee per disciplinary report is to be assessed regardless of the number of charges or number of reinvestigations.
- (b) All administrative fees will be electronically collected through Inmate Banking and transferred to the General Fund.

.0204 AUTHORIZED DISCIPLINARY PUNISHMENTS

Presumptive punishments are established for the four (4) classes of offenses. Unless the punishment is decreased or suspended by the Hearing Officer per section .0204(e)(4) and (5), or decreased or suspended by the Facility Head/Designee per section .0204(e)(6) and (f)(2), all the presumptive punishments listed for each class may be imposed for conviction of a disciplinary offense within the given class. The Facility Head/Designee may void any disciplinary punishment. In those cases where the Facility Head/Designee voids a disciplinary punishment, designated staff shall forward a memorandum documenting this action to the Chief Disciplinary Hearing Officer who shall ensure that it is documented in the inmate's appropriate electronic file. The presumptive punishments are as follows:

- (a) For a Class A offense, the following presumptive punishments are authorized:
 - (1) Confinement in disciplinary segregation for up to 60 days.
 - (2) Demotion from minimum to medium custody, or medium to close custody.

- (3) Loss of up to 40 days sentence credits, as applicable.
 - (4) Up to 50 hours extra duty within the next 60 days following the hearing or release from disciplinary segregation. Not more than 4 hours shall be performed on a workday and not more than 8 hours on other days.
 - (5) Loss of up to three (3) privileges for a period not to exceed 6 months.
 - (6) Limit weekly trust fund withdrawals to \$ 10.00 for a period not to exceed 6 months.
- (b) For a Class B offense, the following presumptive punishments are authorized:
- (1) Confinement in disciplinary segregation for up to 45 days.
 - (2) Demotion from minimum to medium custody.
 - (3) Loss of up to 30 days sentence credits, as applicable.
 - (4) Up to 40 hours extra duty within the next 60 days following the hearing or release from disciplinary segregation. Not more than 4 hours shall be performed on a workday and not more than 8 hours on other days.
 - (5) Loss of up to two (2) privileges for a period not to exceed 4 months.
 - (6) Limit weekly trust fund withdrawals to \$10.00 for a period not to exceed 4 months.
- (c) For a Class C offense, the following presumptive punishments are authorized:
- (1) Confinement in disciplinary segregation for up to 30 days.
 - (2) If the inmate is in minimum custody, demotion to minimum custody level I or level II.
 - (3) Up to 30 hours extra duty within the next 45 days following the hearing or release from disciplinary segregation. Not more than 4 hours shall be performed on a workday and not more than 8 hours on other days.
 - (4) Loss of up to two (2) privileges for a period not to exceed 2 months.
 - (5) Loss of up to 20 days sentence credits, as applicable.

- (6) Limit weekly trust fund withdrawals to \$10.00 for a period not to exceed 2 months.
- (d) For a Class D offense, the following presumptive punishments are authorized:
 - (1) Confinement in disciplinary segregation for up to 15 days.
 - (2) Loss of one (1) privilege for a period not to exceed 1 month.
 - (3) Up to 20 hours extra duty within the next 30 days following the hearing or release from disciplinary segregation. Not more than 4 hours shall be performed on a workday and not more than 8 hours on other days.
 - (4) Loss of up to 10 days sentence credits, as applicable.
 - (5) Limit weekly trust fund withdrawals to \$10.00 for a period not to exceed 1 month.
- (e) Other Requirements:
 - (1) When initiating disciplinary procedures for an inmate found possessing excess stamps, funds in a form other than that authorized or in excess of the authorized amount, the Facility Head/Designee shall place all of the money/excess stamps found in the inmate's possession in accordance with current Prisons policy for money and stamps. The disposition is to be included in the Investigation Officer's report. Upon a guilty verdict, the disposition of money/stamps taken will be documented on the OR14, Comment screen, at the level the verdict is rendered. Balances of money and stamps will be transferred in accordance with current Prisons policy for money and stamps if the inmate is found guilty. Excess stamps taken will be documented on the OR14, Comment screen, at the level the verdict is rendered and disposed of in accordance with current Prisons policy Authorized Items.
 - (2) Inmate personal property that is confiscated in conjunction with a disciplinary offense will be treated as contraband and documented on the OR14, Comment screen, by the Investigating Officer. Following a verdict of guilty, the Facility Head/Designee or Disciplinary Hearing Officer shall dispose of the property in accordance with current Prisons policy for Disposal of Unauthorized Personal Property and the disposition will be documented on the OR14, Comment screen, by the Facility Head/Designee or the Disciplinary Hearing Officer. Balances in the Unauthorized Funds account will be transferred in accordance with current Prisons policy if the inmate is found guilty.
 - (3) Should the Facility Head/Designee or Disciplinary Hearing Officer restrict the Trust Fund withdrawal to \$10.00 per week, the action will be applied electronically through the OPUS Inmate Banking system.

- (4) The Disciplinary Hearing Officer may decrease the presumptive punishment under any Class, A - D. The reason shall be recorded on the ISO4, Disciplinary Hearing Officer screen, with comments via OR14, Comment screen. In the case of multiple charges incurred from a single incident report, the total amount of disciplinary segregation imposed shall be limited to the maximum allowed for a Class A offense, and no single privilege shall be suspended for more than six (6) months. Periods of suspension of the same privilege shall run consecutively. Periods of suspension of unlike privileges shall run concurrently.
- (5) The Disciplinary Hearing Officer may suspend part or all of the presumptive punishment for a period not to exceed 6 months. The reason for suspending punishment shall be recorded on the ISO4, Disciplinary Hearing Officer screen, via the OR14, Comment screen. The Disciplinary Hearing Officer may activate a suspended punishment if a disciplinary conviction occurs during the suspension time period.
- (6) The Facility Head/Designee may decrease the presumptive punishment under any class B-D. The reason for the decrease of presumptive punishment or suspension of any part of the presumptive punishment shall be recorded on the ISO3, Charges and Plea screen, with comments via OR14, Comment screen. No single offense to which an inmate voluntarily pleads and waives a hearing before the Facility Head/Designee or Disciplinary Hearing Officer shall result in active punishment greater than the presumptive punishment for the offense that is one class below the offense charged or suspension of all the presumptive punishment of the class charged. In the case of multiple charges incurred from a single incident report, the total amount of disciplinary segregation imposed shall be limited to the maximum allowed for a class A offense, and suspension of any privilege type shall be limited to six (6) months.
- (7) The Facility Head/Designee may also activate a suspended punishment if a disciplinary conviction occurs during the suspension time period in the case of a waiver of hearing and plea of guilty.
- (8) Punishment is active immediately and may be imposed immediately by the Facility Head/Designee. Appeal of the disciplinary will not delay punishment from being imposed.
- (9) Administrative segregation is authorized to provide necessary control while completing an investigation. No inmate may be placed in administrative segregation for more than 72 hours without the documented approval of the Facility Head/Designee. The time that the inmate is assigned on administrative segregation awaiting disposition of an offense shall be credited toward any disciplinary segregation subsequently imposed for the incident. (4-4235)

- (10) If for any reason a sanction is not fully completed within six (6) months from the date of imposition, or date of activation of a suspended sentence, then the remaining balance will automatically become null and void.
 - (11) Continuous confinement of an inmate to disciplinary segregation for more than thirty (30) days requires review and approval by the Facility Head/Designee. An inmate will not serve more than sixty (60) consecutive days in disciplinary segregation. (4-4255)
 - (12) Food may not be used as a form of disciplinary punishment. (4-4320)
 - (13) If an inmate should be found not guilty of an alleged violation, the disciplinary report is removed from all of the inmate's files automatically by OPUS. (4-4246)
- (f) Other Requirements Which Apply to Specific Classifications of Offenses:
- (1) When an inmate is charged with a Class A offense, the inmate must be referred to the Disciplinary Hearing Officer for disposition and the Referring Authority should document this on the IS03 screen and comments via the OR14, Comment screen.
 - (2) Suspension of privileges as presumptive punishment for Class C and D offenses may occur during or after disciplinary segregation, at the discretion of the Facility Head/Designee.
 - (3) When an inmate pleads guilty to an authority for a Class D offense, the punishment will be a suspended Class D punishment.
 - (4) Inmates who escape while participating on work release, study release, home leave, or any other program authorized under G.S. 148.4 are subject to administrative disciplinary action as follows:
 - (i) The inmate should be charged with disciplinary infraction B-12, (Leave, quit without authorization, fail to report, or neglect to adhere to approved schedules for community based programs) if the inmate:
 - Voluntarily returns to the off-site community-based program site prior to facility staff being notified he/she is unaccounted for;
 - Voluntarily returns to the facility within 24 hours and prior to the initiation of escape procedures; (Escape procedures should be put into effect as soon as staff learn an inmate has left from a community-based program); and

- Commits no new criminal offenses while away from his/her assigned location regardless of when he/she returned to custody.
- (ii) The inmate should be charged with disciplinary infraction A-06, (escape or attempting to escape-this includes possessing any materials that could assist with an escape) if the inmate:
 - Does not voluntarily return to the off-site community-based program or the prison facility prior to initiation of escape procedures;
 - Does not return to the facility within 24 hours of leaving the community-based program; or
 - Commits any criminal offense while away from his/her assigned location.

.0205 DISCIPLINARY PROCEDURES

(a) Reporting and Preventing Misconduct

- (1) Any Department of Public Safety employee or agent who witnesses an act of misconduct on the part of an inmate or inmates shall take appropriate action to prevent continuation of the misconduct.
- (2) The employee(s) witnessing the misconduct or other appropriate staff may try to counsel the inmate to stop the misbehavior and prevent recurrence.
- (3) When counseling is not appropriate or is ineffective, a written report of the actual or suspected misconduct should be presented to the Facility Head/Designee as soon after the incident as practical. The written report should include, but not be limited to, details of the reported misconduct, any unusual inmate behavior, any staff witnesses, any physical evidence and its disposition, any immediate action taken, including the use of force, and the reporting party's signature and date and time of report.
- (4) Anyone, including inmates, may report inmate misconduct. When a report of inmate misconduct is received from someone other than an employee, a written witness statement should be requested.

(b) Time Frames

- (1) The Officer-In-Charge should assign an Investigating Officer within 24 hours after being notified of actual or suspected inmate misconduct or after being notified of a reinvestigation by the Disciplinary Hearing Officer or the Chief Disciplinary Hearing Officer via the IP51 0 25 screen. Assignment will be documented on the IS02, Disciplinary Investigation screen, and comments can be made on the OR14, Comment screen.
- (2) When an alleged rule violation is reported or a reinvestigation has been ordered, an appropriate investigation is begun within 24 hours of the time the violation is reported or ordered for reinvestigation and is completed without unreasonable delay unless an extension is granted and documented by the appropriate authority. The Investigating Officer will document the start of the investigation on the IS02, Disciplinary Investigation screen and on the OR14, Comment screen. (4-4234)
- (3) The Investigating Officer should submit the investigative report through use of the IS02, Disciplinary Investigation screen and process and summarize the results on the OR14, Comment screen. This report should be completed and submitted to the Facility Head/Designee within 72 hours of beginning the investigation unless an extension is granted and documented by the appropriate authorization. (4-4236/4-4240)
- (4) The Facility Head/Designee will access completed investigations via the IP51 0 20, Pending Review screen. That authority will review the investigation within 72 hours and decide if formal disciplinary action, or further disciplinary action in the case of a rehearing ordered by the Chief Disciplinary Hearing Officer, is required unless additional time is granted and documented by the appropriate authority. If disciplinary action is required, the authority/designee will document formal charges on the IS03, Disciplinary Charges and Pleas screen. The summary of the charges will be documented on the OR14, Comment screen. The disciplinary report will then be printed and the inmate should be advised in writing of the charges and given a copy within this time frame. A plea of guilty and waiver of hearing should be documented on the IS03, Disciplinary Charges and Pleas screen and on the OR14, Comment screen. (4-4230/4-4238/4-4240)
- (5) The Disciplinary Hearing Officer will access referrals via IP51 0 21, Pending Review screen, convene the disciplinary hearing, and document the proceedings on the IS04, Disciplinary Hearing Officer screen and on the OR14, Comment screen within seven (7) days, excluding weekends and holidays, after the inmate has been charged with an offense unless an extension is granted. A plea of guilty and waiver of hearing should be documented on the IS04, Disciplinary Hearing Officer screen and on the OR14, Comment screen. The disposition of the charge is to be documented on the IS04, Disciplinary Hearing Officer screen and the summary of the hearing will be entered as comments on OR14, Comment screen.

- (6) The inmate may appeal a guilty finding by the Disciplinary Hearing Officer in writing to the Prisons Director within 15 calendar days from the date of hearing. The appeal shall be received by the Prisons Director within 15 calendar days from the date of the hearing.
- (7) The Prisons Director/Designee will log receipt of the appeal and supporting documents on the IS05, Disciplinary Appeal screen. Tracking and notification to the facility and the inmate will be accomplished via the IS05, Appeal screen, and batch jobs, to include appropriate alerts, pending reviews, and appeal letters. The designated facility staff should monitor these transactions daily. The review should be completed within thirty (30) calendar days of receipt of the inmate's appeal and the inmate promptly notified of the results. (4-4248)
- (8) The Facility Head/Designee may grant in writing additional time for charging the inmate. The Facility Head/Designee will document the approval, rationale, and number of days requested, on the IS03, Disciplinary Charges and Pleas screen and OR14, Comment Screen. No more than thirty (30) days can be requested at one time. Multiple extensions can be requested as appropriate.
- (9) Assistant Chief Disciplinary Hearing Officer may grant in writing additional time for convening the Disciplinary Hearing. The Disciplinary Hearing Officer will document the approval, rationale, and number of days requested, on the IS04, Disciplinary Hearing Officer screen, and OR14, Comment screen. (4-4239) No more than thirty (30) days can be requested at one time. Multiple extensions can be requested as appropriate.
- (10) The following list, which is not an all-inclusive list, provides some reasons for which additional time may be granted: (4-4239)
 - (A) Essential staff or other persons are not available due to holidays, leave, regularly scheduled days off, or other factors that prevent the individual from being available.
 - (B) Law Enforcement or the District Attorney requests a suspension of the disciplinary procedures to prevent interference with criminal investigations or prosecutions.
 - (C) Witness(es) or evidence is not available or additional time is necessary to obtain additional information.
 - (D) The accused inmate is not available because of transfer for segregation, medical or mental health reasons, or court appearance.

(c) Inmate Rights

- (1) The inmate has a right to:
 - (A) At least 24 hours advance written notice of the disciplinary charges before the hearing; (4-4236)
 - (B) Be informed of the alleged misconduct, and to make verbal and/or written statements to the Investigating Officer; (4-4242)
 - (C) Request in writing to the Investigating Officer, during the investigation, that a written witness statement(s) or evidence be gathered, or evidence or witness(es) be present at the hearing if charges are referred. If an inmate is unable to write, he may request that the Investigating Officer transcribe his oral request(s) which the inmate will sign and date. Failure to make these requests on the inmate witness form shall be deemed a waiver of such requests.
 - (D) Request the Facility Head/Designee to appoint a staff member to assist the inmate at the hearing; (4-4243)
 - (E) Be read the substance of the evidence and have the opportunity to explain or refute the evidence at the disciplinary hearing; and
 - (F) Appeal to the Prisons Director.
- (2) The inmate may waive specific rights in writing or by overt refusal to cooperate with the disciplinary procedures associated with those rights. Overt inmate uncooperativeness that leads to a waiver of a right shall be witnessed by a minimum of two staff persons and documented in the record of the disciplinary process. This includes, but is not limited to any refusal to sign the DC-138A, Inmate Rights form, the DC-138B, Statement by Witness form, the Offense and Disciplinary report (batch job #50), and Record of Hearing form (batch job #55). A right not waived or refused by the inmate is retained by the inmate.
 - (A) Force should not be used to make an inmate attend the hearing.
 - (B) When an inmate refuses to attend a hearing, the inmate will be informed that the refusal to attend as scheduled is a waiver of the opportunity to attend and that the hearing will be conducted outside the inmate's presence. (4-4241)

- (C) When an inmate refuses to attend a hearing, the inmate should be given the opportunity to make a written statement regarding his refusal to attend the hearing and/or providing information to be considered at the hearing. This statement should be submitted at the time of refusal so that the inmate is not allowed to disrupt the hearing schedule. (4-4241)
 - (D) The refusal to attend should be documented on the DC-138G, Refusal to Attend Disciplinary Hearing form, and witnessed by at least two staff persons, who should sign verifying they witnessed the inmate's refusal. (4-4241)
 - (E) The Disciplinary Hearing Officer will document that the inmate refused to attend the hearing, signed or refused to sign the DC-138G, Refusal to Attend Disciplinary Hearing form, staff names who witnessed the refusal, and that the written statements from staff and/or the inmate documenting the refusal were reviewed. (4-4241)
 - (F) A refusal to attend a hearing only applies to the current hearing in question. By waiving a hearing, the inmate does not automatically waive future hearings for other future disciplinary infractions.
- (3) Violation of these rights by staff may be grounds for dismissal of disciplinary charges.
- (d) Investigation Officer Appointment and Responsibilities
- (1) Each correctional facility should have one or more staff trained to serve as Investigating Officer. The Investigating Officer will be required to complete formal OSDT approved Disciplinary Hearing Officer Procedures training prior to being given an OPUS profile to conduct inmate disciplinary investigations.
 - (2) The Officer-In-Charge will notify the Investigating Officer when a report of possible misconduct is reported.
 - (3) A staff person who is witness to an offense cannot serve as the Investigating Officer for that offense.
 - (4) Responsibilities:
 - (A) Fully investigate the alleged act of inmate misconduct, which includes interviewing and acquiring a written statement from the person reporting the misconduct, the accused inmate, and other witnesses, and employing other appropriate investigatory techniques.

- (B) Advise the accused inmate, in writing and orally, if necessary, of the rights enumerated in Section .0205(c) of this policy.
- (C) Determine if the inmate is an inpatient mental health resident and, if so, notify the Inpatient Mental Health Director/Designee of the charges and the circumstances involved. If the inmate is an inpatient mental health resident, a Mental Health Representative must be present when the inmate is advised of his rights, must assist with communicating statements, must be present when the inmate is charged by the Facility Head/Designee, when the Disciplinary Hearing Officer meets with the inmate, and must assist with completion of the disciplinary appeal form should the inmate desire to appeal a guilty verdict. Assistance at each level shall be documented on a separate DC-138B, Statement by Witness form and on the appropriate screens (IS02, IS03, or IS04 and OR14 at each level).
- (D) Determine if the inmate is identified as Developmentally Disabled and, if so, notify the inmate's Case Manager or another DD trained Case Manager. The Case Manager must be present when the inmate is advised of his rights, must assist with communicating statements, must be present when the inmate is charged by the Facility Head/Designee, when the Disciplinary Hearing Officer meets with the inmate, and must assist with completion of the disciplinary appeal form should the inmate desire to appeal a guilty verdict. Assistance at each level shall be documented on a separate DC-138B, Statement by Witness form and on the appropriate screens (IS02, IS03, or IS04 and OR14 at each level).
- (E) During the course of the investigation, should the Investigating Officer determine that the inmate exhibited behavior not covered by (C) or (D) above, which may be associated with a severe mental health abnormality; the Investigating Officer should then consult with the appropriate health staff.
- (F) Prepare a written investigation report on the IS02, Disciplinary Investigation screen and OR14, Comment screen, with appropriate comments. The report shall summarize the evidence gathered, disposition of money/stamps and/or contraband taken, interviews conducted, inmate rights waived and/or requested, extensions requested/ approved, and written statements obtained during the investigation. Each written statement obtained should be summarized. If written statements are not taken from witnesses requested by the inmate, their names and the explanation for not taking statements shall be included in the report. The names of witnesses requested by the inmate to be present at the disciplinary hearing shall be included in the report, a written statement will be obtained from the requested witnesses to be present at the

hearing, and a summary of each included in the report. The Investigating Officer may make recommendations regarding proceeding with formal disciplinary action, the presence of witnesses at the disciplinary hearing, and the particular inmate conduct rule violation.

- (G) Complete and present to the Facility Head/Designee the disciplinary package including the Investigating Officer's Report (batch job #45), written witness statements, and forms documenting advisement of inmate rights and compliance with policy requirements.
- (H) If necessary, acquire documented approval from the Facility Head/Designee to extend the investigation beyond the 72 hours from the beginning of the investigation.
- (5) The Investigating Officer is the only authorized investigatory staff member for the gathering of evidence.
- (e) Inpatient Mental Health Program Director Responsibilities
 - (1) When a mental health inpatient is being investigated for a disciplinary offense, the Treatment Team or Treatment Team Leader should make a report on the DC-556M, Treatment Team form, as to:
 - (A) Whether the patient's current mental illness precludes participation in the disciplinary process, in which case the disciplinary hearing should be postponed;
 - (B) Whether the patient's mental illness contributed significantly to the alleged disciplinary offense; and
 - (C) Whether the patient's mental status contraindicates any particular form of punishment.
 - (D) Whether the inmate requires staff assistance.
 - (2) The evaluation findings and recommendations shall be forwarded to the Investigating Officer, filed as a part of the disciplinary record, and filed in the inmate's inpatient mental health records. The Treatment Team Leader/Designee shall sign the report.
 - (3) The Disciplinary Hearing Officer should follow the evaluation, findings and recommendations of the patient's Treatment Team, Treatment Team Coordinator, or Primary Therapist unless there are strong overriding security reasons not to do so.

These reasons must be clearly documented by the Disciplinary Hearing Officer on the OR14, Comment screen, and approved by the Facility Head/Designee in consultation with the appropriate Mental Health Coordinator. Unresolved disagreements will be referred to the Chief of Medical Services/Designee who may consult with the Assistant Director of Support Services for resolution.

(f) Facility Head Responsibilities

- (1) The disciplinary process is critical to the safe and orderly operation of prison facilities and the Facility Head is responsible for managing a fair and impartial process. Procedural correctness, protection of inmate rights, thorough investigations, and proper documentation are the Facility Head/Designee's responsibility. The Facility Head/Designee shall review disciplinary hearings and dispositions to assure conformity with policy and procedure, as well as, sign and date the Offense and Disciplinary Report acknowledging the review. (4-4247)
- (2) The Facility Head/Designee also has the following responsibilities:
 - (A) Review the Investigating Officer's report and determine whether to counsel the inmate or proceed with formal disciplinary action. If counseling is used in lieu of formal disciplinary, it should be documented on the IS03, Disciplinary Charges and Plea screen, and the OR14, Comment screen, with appropriate comments and the appropriate counseling code.
 - (B) Review the disciplinary package to ensure procedural correctness and the protection of inmate rights.
 - (C) May refer the case, in writing, back to the Investigating Officer for further investigation or to protect the inmate's rights.
 - (D) Decide whether to charge the inmate with a disciplinary offense and, if so:
 - (i) determine the offense(s) with which the inmate is to be charged;
 - (ii) advise the inmate of the charge(s);
 - (iii) ask the inmate if a staff representative is requested and, if so, appoint a staff member to this role;
 - (iv) if the inmate is an inpatient mental health resident, a Mental Health Representative must serve as Staff Representative;

- (v) if the inmate is identified as Developmentally Disabled, a DD trained Case Manager will serve as the Staff Representative;
 - (vi) complete the disciplinary report (batch job #50) by accessing the IS03, Disciplinary Charges and Plea screen, and provide the related comments on the OR14, Comment screen, to include but not be limited to, who, what, when, where, how, the inmate's plea, rationale for punishment if reduced below presumptive, requested extension(s), reason for request, number of days requested, and approval(s), etc;
 - (vii) give the inmate a copy of the completed Offense and Disciplinary Report (batch job #50) with a summary that addresses the offense(es) for which the inmate is being charged, and;
 - (viii) when required, authorize an extension to charge the inmate beyond 72 hours.
- (E) Ensure one or more staff are trained to serve as Investigation Officers by completing the required Disciplinary Hearing Officer Procedures training.
- (F) Ensure that pertinent items of information, reports, evidence, the accused, needed witnesses, and if requested, a staff representative, are available at the time of the disciplinary hearing.
- (G) May appoint a staff member to present evidence to the Disciplinary Hearing Officer.
- (H) Shall appoint a recorder to assist the Disciplinary Hearing Officer.
- (g) Staff Representative Responsibilities
- (1) If the appointed representative was a witness to the alleged misconduct, the Facility Head/Designee should be notified so a new representative may be appointed.
 - (2) The staff representative does not serve as an advocate or assume an adversarial role. The staff representative has no investigative authority.
 - (3) Responsibilities:
 - (A) Assure that the inmate has an opportunity to present their version of the facts to the Disciplinary Hearing Officer;

- (B) Present the inmate's version for physically, mentally, or language impaired inmates unable to present their version;
 - (C) Assist the inmate with understanding the disciplinary process; and
 - (D) Make a written statement on the way the Representative assisted the accused inmate.
- (h) Waiver of Hearing and Plea of Guilty
 - (1) The inmate may voluntarily plead guilty, waive a hearing before the Facility Head/Designee or Disciplinary Hearing Officer, and accept a punishment less than the presumptive punishments specified in Section .0204 of this policy. At the Disciplinary Hearing Officer level, a plea of guilty and a waiver of hearing will be documented on the IS04, Disciplinary Hearing Officer screen and the OR14, Comment screen. The Waiver of Hearing & Plea of Guilty Report (batch job #65) and the Offense and Disciplinary Report (batch job #50) should be printed. The Record of Hearing Report (batch job #55) will only be generated on plea of guilty for A class offenses. At the Referring Authority level, the IS03, Disciplinary Charges and Plea screen, would be accessed and documentation of the inmate's guilty plea should be documented on the OR14, Comment screen. The Waiver of Hearing & Plea of Guilty Report (batch job #60) and the Offense and Disciplinary Report (batch job #50) should be printed. The punishment will be at least one class below the offense to which the inmate is pleading guilty and punishment active or suspension of the presumptive punishment for the offense to which the inmate is pleading guilty, at the discretion of the Facility Head/Designee, or the Disciplinary Hearing Officer. (4-4237)
 - (2) The inmate shall sign the printed Waiver of Hearing & Plea of Guilty report (DHO level batch job #65, Unit level batch job #60) indicating that the plea and waiver are freely given and are not the result of any coercion or intimidation. If the inmate is unable to sign due to restraints, this will be documented on the form, on the OR14, Comment screen, and a second witness will sign the form attesting the inmate could not sign. This waiver also waives the right to appeal. The inmate will be given a copy of the signed document (batch job #60 or #65).
- (i) Disciplinary Hearing Officer Appointments (4-4240)
 - (1) Disciplinary Hearing Officers shall be chosen to provide an impartial disciplinary hearing. No person who initiates the disciplinary charges or was a witness in the case may serve as a Disciplinary Hearing Officer. The responsibilities of the Disciplinary Hearing Officer will be related only to the administration of the inmate disciplinary procedure.

- (2) The Prisons Director shall appoint and have trained one or more Disciplinary Hearing Officers to hear and determine the disposition of formal disciplinary charges. These Disciplinary Hearing Officers will perform their responsibilities as full time and exclusive duties.
- (j) Disciplinary Hearing Officer Responsibilities
- (1) The Disciplinary Hearing Officer reviews all the evidence for referred disciplinary cases, including both direct and circumstantial evidence, determines guilt or innocence, and determines punishment consistent with this policy.
 - (2) Responsibilities:
 - (A) Review the disciplinary package to ensure procedural correctness and the protection of inmate rights;
 - (B) Arrange for a hearing within seven (7) days, excluding weekends and holidays, after the inmate has been charged with an offense;
 - (C) Assure the presence of the people and evidence needed for the hearing;
 - (D) If necessary, refer the disciplinary back to the Facility Head/Designee for one of the reasons enumerated in policy section .0205(b)(11) or .0205(e)(1)(A);
 - (E) Read the charges to the accused inmate and obtain a plea of guilty or not guilty;
 - (F) Read to the inmate the witness statements and other evidence relating to guilt or innocence. Confidential information shall not be divulged in such a manner as to reveal the identity of the confidential source and/or jeopardize the safety of the confidential source;
 - (G) Give the accused inmate the opportunity to make a verbal statement, to refute or explain evidence, and to present relevant evidence. (4-4242)
 - (H) Give witnesses, requested by the inmate, the opportunity to testify either in person or by telephone; (4-4242)
 - (I) Document on the IS04, Disciplinary Hearing Officer screen, and OR14, Comment screen, providing relevant comments, reasons for declining to call requested witnesses or allowing the accused to present items of physical evidence. The factors considered in determining to call witnesses or present

evidence shall include but not be limited to: (4-4242)

- (i) relevance;
- (ii) duplicative or cumulative testimony;
- (iii) necessity;
- (iv) inmate's failure to make timely request for witnesses or physical evidence in advance of the hearing; and
- (v) undue hazard related to the facility's safety or correctional goals.

Whenever the presentation of live testimony or physical evidence is denied by the Disciplinary Hearing Officer, written statements gathered by the Investigating Officer may be used. The reason(s) for denial shall be documented on the IS04, Disciplinary Hearing Officer screen, with comments on the OR14, Comment screen;

- (J) If the inmate pleads guilty or is found guilty, the Disciplinary Hearing Officer may impose punishment consistent with policy section .0204;
 - (K) A Disciplinary Hearing Officer shall not impose a sanction that significantly impairs or impedes the inmate's access to required health or mental health treatment services;
 - (L) Enter the findings of guilty, not guilty or dismissal and the rationale on the IS04, Disciplinary Hearing Officer screen, and OR14, Comment screen, and advise the inmate of the decision. The decision shall be based solely on information, direct and/or circumstantial, obtained in the hearing process including staff reports, the status of the inmate charges, evidence from witnesses, and all pertinent documentation. Give the inmate a copy of the written statement of the evidence relied upon and the reasons for the punishment imposed by accessing Record of Hearing report (batch job #55). Thoroughly document the course of the hearing on the OR14, Comment screen; (4-4244)
 - (M) Enter on the record any objections the inmate may have to the decision; (4-4245)
- (3) Advise the inmate of the right to appeal to the Prisons Director within 15 calendar days from the date of hearing. Appeal should be received by the Prison Director within 15 calendar days from the date of the hearing. (4-4245)

- (A) Complete and distribute the Record of Hearing forms. (4-4245)
- (B) A record of the hearing and findings is maintained for five years. (4-4240)
- (k) Appeal to the Prisons Director
 - (1) If the inmate appeals to the Prisons Director, his/her Designee is authorized to:
 - (A) Approve the Disciplinary Hearing Officer's decision.
 - (B) Order a re-investigation or re-hearing in whole or in part.
 - (C) Disapprove the Disciplinary Hearing Officer's decision and dismiss the case.
 - (D) Reduce but not increase the punishment determined by the Disciplinary Hearing Officer.
 - (2) The decision by the Disciplinary Hearing Officer shall be final. Such decision can only be approved or disapproved by the Prisons Director/Designee.
 - (3) Appeals are only available for inmates convicted of disciplinary offenses. The Prisons Director/Designee cannot initiate an appeal of the Disciplinary Hearing Officer's final decision.
 - (4) Any inmate who elects to plead guilty may not appeal the guilty plea.
 - (5) Tracking and notification to the facility and the inmate will be accomplished via the IS05, Disciplinary Appeal screen, Alerts and Pending Reviews screens, and appropriate batch jobs, to include the Inmate Appeal Decision Letter (batch job #40). The facility where the incident occurred shall print the Inmate Appeal Decision Letter, give to the inmate, and attach another copy with the disciplinary package. If the inmate has transferred, the current housing facility should print the Inmate Appeal Decision Letter and give to the inmate.
- (l) Use of Inmate Confidential Informant
 - (1) If at all possible, written and signed statements should be obtained from the informant. These statements can be summarized by the person obtaining the statement so that the confidentiality of the informant is maintained. This summary statement will be a part of the disciplinary record; however, the confidential informant's statement will not be a part of the disciplinary record but will be made available to the Disciplinary Hearing Officer and maintained by the Facility

Head/Designee in a confidential file for at least five (5) years. The staff member should sign the summary statement.

- (2) In the event the informant fears for his safety and is unwilling to write a statement, the staff member taking the statement will provide a summary as part of the disciplinary record. The interviewer's notes and the name of the informant will be maintained by the Facility Head/Designee in a confidential file. The statement written for the confidential file should be a thorough description of the informant's information. The staff member should sign, including date and time, the statement, and request the informant to sign or initial.
- (3) Before disciplinary action is taken based on information provided by a confidential informant, the following conditions should be met:
 - (A) The staff member making the summary statement must know the informant, have used him/her in the past and found him/her reliable, and received the information from the informant based on the informant's personal or firsthand knowledge. The information would also be admissible if physical evidence or other reliable evidence, including similar statements by other informants, corroborates the informant's information.
 - (B) The staff member should state the facts that support the reliability of the confidential informant's statement, which should be filed with the confidential informant's statement.
 - (C) The Disciplinary Hearing Officer should review the confidential statement and the reliability of the informant, as documented by the person obtaining the confidential informant's statement, and state this review in the Record of Hearing, on the OR14, Comment screen.
 - (D) The Disciplinary Hearing Officer should find that safety considerations prevent disclosure of the informant's identity.

(m) Modifications

The Prisons Director may authorize modifications of this procedure consistent with its fundamental principles, provided any modification shall be in writing, approved by the Secretary of Public Safety and incorporated in the policies and procedures of the Department.

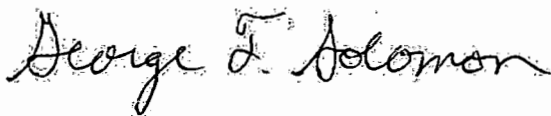
(n) Forms

The forms listed below are the forms used specifically for inmate disciplinary packages. These forms

are located on Prisons, Support Services, Disciplinary Services, Forms web page.

- (1) DC-138A – Notice to Inmate
- (2) DC-138B – Statement by Witness
- (3) DC-138F – Request for Extension of Time
- (4) DC-138G – Refusal To Attend Disciplinary Hearing

The DC-556M – Treatment Team Recommendation form, can be accessed at the facility providing mental health services.



Director of Prisons

March 28, 2016
Date



State of North Carolina
Department of Public Safety
Prisons

Chapter: B
Section: .0200
Title: **Inmate Disciplinary Procedures**
Issue Date: 04/01/14
Supersedes: 08/01/12

POLICY AND PROCEDURE

.0201 GENERAL

Inmate conformity to prison rules is absolutely necessary for the orderly, safe, and secure operation of correctional facilities. Effective, fair, and consistent disciplinary procedures enhance the orderly operation of the facility and reinforce appropriate behavior and responsibility. Prisons shall promulgate inmate conduct rules and disciplinary procedures and sanctions for all new admissions to the prison system and make them available in conspicuous locations within each correctional facility. Inmate Disciplinary Policies and Procedures shall be reviewed annually and updated if necessary, by Prisons Chief Disciplinary Hearing Officer. (4-4226)

.0202 DISCIPLINARY OFFENSES

Disciplinary offenses are divided into four (4) classes, which are Class A through Class D. Class A offenses are the most serious and Class D offenses are the least serious.

(a) The following are the Class A disciplinary offenses:

- (A1) Seize or hold a hostage or in any manner unlawfully detain any person against his/her will;
- (A2) Participate in a riot, insurrection, work stoppage or group demonstration, or incite/encourage others to riot, participate in an insurrection, work stoppage or other group demonstration;
- (A3) Commit an assault on a staff member with a weapon or by any other means likely to produce injury, such as hitting, kicking, pushing, pulling, throwing objects;
- (A4) Commit an assault on another with a weapon or any other means likely to produce injury;
- (A5) Commit an assault on another inmate with intent to commit any sexual act;
- (A6) Escaping or attempting to escape from any prison facility, community assignment, during transport, or from the supervision of DOC staff or its authorized agent. Attempt will include possession of escape plans, possession of any object that could aid in an escape, attempt to hide within the facility to affect an escape, or any other action that could result in escape if correctional staff did not intervene;
- (A7) Possess, manufacture, and/or detonate an incendiary or explosive device;
- (A8) Set a fire that endangers the life of another person or damages state property;
- (A9) Commit an assault on a staff member by throwing liquids, (including but not limited to urine and feces), or spitting on a staff member;

- (A10) Fight or engage in a mutual physical confrontation involving weapons (including but not limited to knives, locks, and razors), or resulting in outside medical attention;
 - (A11) Commit an assault on a staff member with intent to commit any sexual act;
 - (A12) Manufacture, possess, introduce, sell or use any unauthorized controlled substance, unauthorized intoxicant or alcoholic beverage, or possess associated paraphernalia;
 - (A13) Refuse to submit to a drug test or breathalyzer test, or interfere with the taking of such tests;
 - (A14) Participate in, or organize, whether individually or in concert with others, any gang or Security Threat Group (STG), or participate in any activity or behavior associated with a Security Threat Group;
 - (A15) Offer, give, solicit or accept a bribe, or offer to give or withhold anything to persuade staff to neglect duties or perform favors;
 - (A16) Possess or use in any manner any type of unauthorized recording or image taking device or any type of unauthorized communication device whether audio, video, or any device that has direct outside communication capability: e.g. internet, email, instant message. Examples include but are not limited to smart phones, mobile cellular phones, desktops, laptop, personal digital assistants, cameras, tape recorders or digital recorders that can be used to send and/or receive any type of messages/images for any purpose;
 - (A17) Commit an assault on any person, other than an employee or inmate, with intent to commit any sexual act;
 - (A18) Knowingly make to any person a false oral or written allegation about a staff member that, if true, could expose the staff member to criminal liability;
 - (A19) Commit an assault on another by throwing liquids (including but not limited to urine and feces), or spitting on another;
 - (A20) Wrongfully take, give away, or carry away, canteen inventory/cash, which results in a loss of more than one hundred dollars (\$100.00);
 - (A21) Extortion, strong-arming, verbal or physical intimidation for personal or financial gain;
 - (A98) Deliberately provide false and/or misleading information to staff during an investigation related to any offense in this class;
 - (A99) Attempt to commit any of the above-listed offenses, aid another person to commit any of the above-listed offenses, or make plans to commit any of the above-listed offenses. It shall be no defense that an individual was prevented from completing any of the above-listed offenses by prison staff or intervening circumstances.
- (b) The following are the Class B disciplinary offenses:
- (B1) Possess or have under control any weapon or instrument to aid in an assault, insurrection or riot;
 - (B2) Flood cell(s);
 - (B3) Willfully tamper with, damage or block any camera, locking device, fence, door, gate or window;

- (B4) No longer in use. See offense A12.
- (B5) Knowingly inhale, smell or breathe any vapors, fumes or odors, or possess for the purpose of inducing or attempting to induce intoxication through inhalation; or possess, inject, or ingest any non-controlled substance for the purpose of altering mental or physical capacity;
- (B6) Commit, solicit or incite others to commit any sexual act or indecently expose oneself, or touch the sexual or other intimate parts of oneself or another person for the purpose of sexual gratification;
- (B7) Instigate or provoke an assault on another;
- (B8) Interfere with a staff member in the performance of his or her duties;
- *(B9) Violate any law of the State of North Carolina or the United States of America;
- (B10) Commit or incite others to commit acts, which spread or may spread communicable diseases, or possess any instruments capable of spreading communicable diseases (including but not limited to tattooing instruments and needles);
- (B11) No longer in use. See offense A13.
- (B12) Leave, quit without authorization, fail to report, or neglect to adhere to approved schedules for community-based programs;
- (B13) Instigate or provoke an assault on a staff member;
- (B14) Willfully damage, destroy, alter, tamper with or lose State property or property belonging to another;
- (B15) Communicating directly, indirectly, via a third party, or in any manner with victims, or family members of the victims, who have requested in writing to Department of Public Safety officials that such communication is unwanted; and/or notified in writing by Department of Public Safety officials of a no contact order;
- (B16) Possess any tobacco products or paraphernalia; or possess unauthorized lighters or lighting devices; or use any tobacco products;
- (B17) Causing work stoppage, or delaying work while on community work assignment in the community, causing the inmate to be returned to the facility due to inmate misconduct;
- (B18) Threaten to harm or injure staff; (Formerly C12)
- (B19) Sell, accumulate, give, misuse, or hide medication; (Formerly C1)
- (B20) Commit an assault on a staff member in a manner unlikely to produce injury;
- (B21) Commit an assault on another in a manner unlikely to produce injury;
- (B98) Deliberately provide false and/or misleading information to staff during an investigation related to any offense in this class;
- (B99) Attempt to commit any of the above-listed offenses, aid another person to commit any of the above-listed offenses, or make plans to commit any of the above-listed offenses. It shall be no defense that an individual was prevented from completing any of the above-listed offenses by prison staff or intervening circumstances.

* An inmate should only be charged with Offense B9 in cases wherein a specific statute has been violated and the act is not covered by current Prisons disciplinary offenses. The specific statute should be cited.

(c) The following are Class C disciplinary offenses:

- (C1) No longer in use. See Offense B19.
- (C2) Direct toward or use in the presence of any State official, any member of the prison staff, any inmate, or any member of the general public, oral or written language or specific gestures or acts that are generally considered disrespectful, profane, lewd, or defamatory;
- (C3) Willfully disobey or fail to obey or cause another inmate to disobey or fail to obey any lawful order of a prison official or employee, or any other lawful order to which subject;
- (C4) Fight or engage in mutual physical confrontation not involving weapons, or not involving outside medical attention;
- (C5) Offer, give, solicit or accept a bribe or offer to give or withhold anything to persuade another to neglect duties or perform favors;
- (C6) Leave, quit without authorization, fail to report to any facility job, work or program assignment, or scheduled appointment;
- (C7) Threaten to harm or injure another or threaten to damage the property of any person;
- (C8) Wrongfully take or carry away the personal property of another or State property or accept or buy such property with the knowledge it has been wrongfully taken;
- (C9) Barter or trade; loan or borrow; solicit or engage in any business activity;
- (C10) Intentionally inflict self-injury for any reason;
- (C11) Misuse or use without authorization, the telephone or mail;
- (C12) No longer in use. See Offense B18.
- (C13) Willfully create a hazardous or physically offensive condition or situation; (Formerly Offense D5)
- (C14) Possess funds in a form other than authorized by Prisons' Policy, in excess of the authorized amount, or from an unauthorized source; (Formerly Offense D10)
- (C15) Possess stamps in excess of the authorized amount as specified in Prisons' Policies;
- (C99) Attempt to commit any of the above-listed offenses, aid another person to commit any of the above-listed offenses, or make plans to commit any of the above-listed offenses. It shall be no defense that an individual was prevented from completing any of the above-listed offenses by prison staff or intervening circumstances.

(d) The following are the Class D disciplinary offenses:

- (D1) Be in an unauthorized location;
- (D2) Negligently fail to perform or complete assigned duties;
- (D3) Possess contraband not constituting a threat of escape or a danger of violence;
- (D4) Gamble or possess gambling paraphernalia;
- (D5) No longer in use. See Offense C13.
- (D6) Fail to go to bed when the lights are dimmed or get up during the night without securing permission of the correctional staff;

- (D7) Exchange articles of clothing/linen/sheets, possess unauthorized or excess clothing/linen/sheets, or mutilate or alter State issued clothing/linen/sheets or wear or use same;
- (D8) Counterfeit, forge, alter or reproduce without authorization any document, article of identification, stamps or other papers, or knowingly possess such falsified materials;
- (D9) No longer in use. See Offense B14.
- (D10) No longer in use. See Offense C14.
- (D11) No longer in use. See Offense C14.
- (D12) Fail to keep living quarters in a clean and/or proper condition;
- (D13) Fail to observe basic standards of personal hygiene in bathing and grooming;
- (D14) Feign physical or mental illness or disablement for any purpose;
- (D15) Misuse prison supplies;
- (D16) Assist another person with litigation or legal matters;
- (D99) Attempt to commit any of the above-listed offenses, aid another person to commit any of the above-listed offenses, or make plans to commit any of the above-listed offenses. It shall be no defense that an individual was prevented from completing any of the above-listed offenses by prison staff or intervening circumstances.

.0203 ADMINISTRATIVE FEES

- (a) All inmates whose offenses result in a guilty disposition will be assessed an administrative fee of \$10.00 through the Inmate Banking module of OPUS. Only one fee per disciplinary report is to be assessed regardless of the number of charges or number of reinvestigations.
- (b) All administrative fees will be electronically collected through Inmate Banking and transferred to the General Fund.

.0204 AUTHORIZED DISCIPLINARY PUNISHMENTS

Presumptive punishments are established for the four (4) classes of offenses. Unless the punishment is decreased or suspended by the Hearing Officer per section .0204(e)(4) and (5), or decreased or suspended by the Facility Head/Designee per section .0204(e)(6) and (f)(2), all the presumptive punishments listed for each class may be imposed for conviction of a disciplinary offense within the given class. The Facility Head/Designee may void any disciplinary punishment. In those cases where the Facility Head/Designee voids a disciplinary punishment, designated staff shall forward a memorandum documenting this action to the Chief Disciplinary Hearing Officer who shall ensure that it is documented in the inmate's appropriate electronic file. The presumptive punishments are as follows:

- (a) For a Class A offense, the following presumptive punishments are authorized:
 - (1) Confinement in disciplinary segregation for up to 60 days.
 - (2) Demotion from minimum to medium custody, or medium to close custody.

- (3) Loss of up to 40 days sentence credits, as applicable.
 - (4) Up to 50 hours extra duty within the next 60 days following the hearing or release from disciplinary segregation. Not more than 4 hours shall be performed on a workday and not more than 8 hours on other days.
 - (5) Loss of up to three (3) privileges for a period not to exceed 6 months.
 - (6) Limit weekly trust fund withdrawals to \$ 10.00 for a period not to exceed 6 months.
- (b) For a Class B offense, the following presumptive punishments are authorized:
- (1) Confinement in disciplinary segregation for up to 45 days.
 - (2) Demotion from minimum to medium custody.
 - (3) Loss of up to 30 days sentence credits, as applicable.
 - (4) Up to 40 hours extra duty within the next 60 days following the hearing or release from disciplinary segregation. Not more than 4 hours shall be performed on a workday and not more than 8 hours on other days.
 - (5) Loss of up to two (2) privileges for a period not to exceed 4 months.
 - (6) Limit weekly trust fund withdrawals to \$10.00 for a period not to exceed 4 months.
- (c) For a Class C offense, the following presumptive punishments are authorized:
- (1) Confinement in disciplinary segregation for up to 30 days.
 - (2) If the inmate is in minimum custody, demotion to minimum custody level I or level II.
 - (3) Up to 30 hours extra duty within the next 45 days following the hearing or release from disciplinary segregation. Not more than 4 hours shall be performed on a workday and not more than 8 hours on other days.
 - (4) Loss of up to two (2) privileges for a period not to exceed 2 months.
 - (5) Loss of up to 20 days sentence credits, as applicable.

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- (6) Limit weekly trust fund withdrawals to \$10.00 for a period not to exceed 2 months.
- (d) For a Class D offense, the following presumptive punishments are authorized:
- (1) Confinement in disciplinary segregation for up to 15 days.
 - (2) Loss of one (1) privilege for a period not to exceed 1 month.
 - (3) Up to 20 hours extra duty within the next 30 days following the hearing or release from disciplinary segregation. Not more than 4 hours shall be performed on a workday and not more than 8 hours on other days.
 - (4) Loss of up to 10 days sentence credits, as applicable.
 - (5) Limit weekly trust fund withdrawals to \$10.00 for a period not to exceed 1 month.
- (e) Other Requirements:
- (1) When initiating disciplinary procedures for an inmate found possessing excess stamps, funds in a form other than that authorized or in excess of the authorized amount, the Facility Head/Designee shall place all of the money/excess stamps found in the inmate's possession in accordance with current Prisons policy for money and stamps. The disposition is to be included in the Investigation Officer's report. Upon a guilty verdict, the disposition of money/stamps taken will be documented on the OR14, Comment screen, at the level the verdict is rendered. Balances of money and stamps will be transferred in accordance with current Prisons policy for money and stamps if the inmate is found guilty. Excess stamps taken will be documented on the OR14, Comment screen, at the level the verdict is rendered and disposed of in accordance with current Prisons policy Authorized Items.
 - (2) Inmate personal property that is confiscated in conjunction with a disciplinary offense will be treated as contraband and documented on the OR14, Comment screen, by the Investigating Officer. Following a verdict of guilty, the Facility Head/Designee or Disciplinary Hearing Officer shall dispose of the property in accordance with current Prisons policy for Disposal of Unauthorized Personal Property and the disposition will be documented on the OR14, Comment screen, by the Facility Head/Designee or the Disciplinary Hearing Officer. Balances in the Unauthorized Funds account will be transferred in accordance with current Prisons policy if the inmate is found guilty.
 - (3) Should the Facility Head/Designee or Disciplinary Hearing Officer restrict the Trust Fund withdrawal to \$10.00 per week, the action will be applied electronically through the OPUS Inmate Banking system.
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- (4) The Disciplinary Hearing Officer may decrease the presumptive punishment under any Class, A - D. The reason shall be recorded on the ISO4, Disciplinary Hearing Officer screen, with comments via OR14, Comment screen. In the case of multiple charges incurred from a single incident report, the total amount of disciplinary segregation imposed shall be limited to the maximum allowed for a Class A offense, and no single privilege shall be suspended for more than six (6) months. Periods of suspension of the same privilege shall run consecutively. Periods of suspension of unlike privileges shall run concurrently.
- (5) The Disciplinary Hearing Officer may suspend part or all of the presumptive punishment for a period not to exceed 6 months. The reason for suspending punishment shall be recorded on the ISO4, Disciplinary Hearing Officer screen, via the OR14, Comment screen. The Disciplinary Hearing Officer may activate a suspended punishment if a disciplinary conviction occurs during the suspension time period.
- (6) The Facility Head/Designee may decrease the presumptive punishment under any class B-D. The reason for the decrease of presumptive punishment or suspension of any part of the presumptive punishment shall be recorded on the ISO3, Charges and Plea screen, with comments via OR14, Comment screen. No single offense to which an inmate voluntarily pleads and waives a hearing before the Facility Head/Designee or Disciplinary Hearing Officer shall result in active punishment greater than the presumptive punishment for the offense that is one class below the offense charged or suspension of all the presumptive punishment of the class charged. In the case of multiple charges incurred from a single incident report, the total amount of disciplinary segregation imposed shall be limited to the maximum allowed for a class A offense, and suspension of any privilege type shall be limited to six (6) months.
- (7) The Facility Head/Designee may also activate a suspended punishment if a disciplinary conviction occurs during the suspension time period in the case of a waiver of hearing and plea of guilty.
- (8) Punishment is active immediately and may be imposed immediately by the Facility Head/Designee. Appeal of the disciplinary will not delay punishment from being imposed.
- (9) Administrative segregation is authorized to provide necessary control while completing an investigation. No inmate may be placed in administrative segregation for more than 72 hours without the documented approval of the Facility Head/Designee. The time that the inmate is assigned on administrative segregation awaiting disposition of an offense shall be credited toward any disciplinary segregation subsequently imposed for the incident. (4-4235)

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- (10) If for any reason a sanction is not fully completed within six (6) months from the date of imposition, or date of activation of a suspended sentence, then the remaining balance will automatically become null and void.
- (11) Continuous confinement of an inmate to disciplinary segregation for more than thirty (30) days requires review and approval by the Facility Head/Designee. An inmate will not serve more than sixty (60) consecutive days in disciplinary segregation. (4-4255)
- (12) Food may not be used as a form of disciplinary punishment. (4-4320)
- (13) If an inmate should be found not guilty of an alleged violation, the disciplinary report is removed from all of the inmate's files automatically by OPUS. (4-4246)
- (f) Other Requirements Which Apply to Specific Classifications of Offenses:
- (1) When an inmate is charged with a Class A offense, the inmate must be referred to the Disciplinary Hearing Officer for disposition and the Referring Authority should document this on the IS03 screen and comments via the OR14, Comment screen.
- (2) Suspension of privileges as presumptive punishment for Class C and D offenses may occur during or after disciplinary segregation, at the discretion of the Facility Head/Designee.
- (3) When an inmate pleads guilty to an authority for a Class D offense, the punishment will be a suspended Class D punishment.
- (4) Inmates who escape while participating on work release, study release, home leave, or any other program authorized under G.S. 148.4 are subject to administrative disciplinary action as follows:
- (A) The inmate should be charged with disciplinary infraction B-12, (Leave, quit without authorization, fail to report, or neglect to adhere to approved schedules for community based programs) if the inmate:
- (I) Voluntarily returns to the off-site community-based program site prior to facility staff being notified he/she is unaccounted for;
- (II) Voluntarily returns to the facility within 24 hours and prior to the initiation of escape procedures; (Escape procedures should be put into effect as soon as staff learn an inmate has left from a community-based program); and
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- (III) Commits no new criminal offenses while away from his/her assigned location regardless of when he/she returned to custody.
- (B) The inmate should be charged with disciplinary infraction A-06, (escape or attempting to escape-this includes possessing any materials that could assist with an escape) if the inmate:
 - (I) Does not voluntarily return to the off-site community-based program or the prison facility prior to initiation of escape procedures;
 - (II) Does not return to the facility within 24 hours of leaving the community-based program; or
 - (III) Commits any criminal offense while away from his/her assigned location.

.0205 DISCIPLINARY PROCEDURES

(a) Reporting and Preventing Misconduct

- (1) Any Department of Public Safety employee or agent who witnesses an act of misconduct on the part of an inmate or inmates shall take appropriate action to prevent continuation of the misconduct.
- (2) The employee(s) witnessing the misconduct or other appropriate staff may try to counsel the inmate to stop the misbehavior and prevent recurrence.
- (3) When counseling is not appropriate or is ineffective, a written report of the actual or suspected misconduct should be presented to the Facility Head/Designee as soon after the incident as practical. The written report should include, but not be limited to, details of the reported misconduct, any unusual inmate behavior, any staff witnesses, any physical evidence and its disposition, any immediate action taken, including the use of force, and the reporting party's signature and date and time of report.
- (4) Anyone, including inmates, may report inmate misconduct. When a report of inmate misconduct is received from someone other than an employee, a written witness statement should be requested.

(b) Time Frames

- (1) The Officer-In-Charge should assign an Investigating Officer within 24 hours after being notified of actual or suspected inmate misconduct or after being notified of a reinvestigation by the Disciplinary Hearing Officer or the Chief Disciplinary Hearing Officer via the IP51 0 25 screen. Assignment will be documented on the IS02, Disciplinary Investigation screen, and comments can be made on the OR14, Comment screen.
- (2) When an alleged rule violation is reported or a reinvestigation has been ordered, an appropriate investigation is begun within 24 hours of the time the violation is reported or ordered for reinvestigation and is completed without unreasonable delay unless an extension is granted and documented by the appropriate authority. The Investigating Officer will document the start of the investigation on the IS02, Disciplinary Investigation screen and on the OR14, Comment screen. (4-4234)
- (3) The Investigating Officer should submit the investigative report through use of the IS02, Disciplinary Investigation screen and process and summarize the results on the OR14, Comment screen. This report should be completed and submitted to the Facility Head/Designee within 72 hours of beginning the investigation unless an extension is granted and documented by the appropriate authorization. (4-4236/4-4240)
- (4) The Facility Head/Designee will access completed investigations via the IP51 0 20, Pending Review screen. That authority will review the investigation within 72 hours and decide if formal disciplinary action, or further disciplinary action in the case of a rehearing ordered by the Chief Disciplinary Hearing Officer, is required unless additional time is granted and documented by the appropriate authority. If disciplinary action is required, the authority/designee will document formal charges on the IS03, Disciplinary Charges and Pleas screen. The summary of the charges will be documented on the OR14, Comment screen. The disciplinary report will then be printed and the inmate should be advised in writing of the charges and given a copy within this time frame. A plea of guilty and waiver of hearing should be documented on the IS03, Disciplinary Charges and Pleas screen and on the OR14, Comment screen. (4-4230/4-4238/4-4240)
- (5) The Disciplinary Hearing Officer will access referrals via IP51 0 21, Pending Review screen, convene the disciplinary hearing, and document the proceedings on the IS04, Disciplinary Hearing Officer screen and on the OR14, Comment screen within seven (7) days, excluding weekends and holidays, after the inmate has been charged with an offense unless an extension is granted. A plea of guilty and waiver of hearing should be documented on the IS04, Disciplinary Hearing Officer screen and on the OR14, Comment screen. The disposition of the charge is to be documented on the IS04, Disciplinary Hearing Officer screen and the summary of the hearing will be entered as comments on OR14, Comment screen.

- (6) The inmate may appeal a guilty finding by the Disciplinary Hearing Officer in writing to the Prisons Director within 15 calendar days from the date of hearing. The appeal shall be received by the Prisons Director within 15 calendar days from the date of the hearing.
- (7) The Prisons Director/Designee will log receipt of the appeal and supporting documents on the IS05, Disciplinary Appeal screen. Tracking and notification to the facility and the inmate will be accomplished via the IS05, Appeal screen, and batch jobs, to include appropriate alerts, pending reviews, and appeal letters. The designated facility staff should monitor these transactions daily. The review should be completed within thirty (30) calendar days of receipt of the inmate's appeal and the inmate promptly notified of the results. (4-4248)
- (8) The Facility Head/Designee may grant in writing additional time for charging the inmate. The Facility Head/Designee will document the approval, rationale, and number of days requested, on the IS03, Disciplinary Charges and Pleas screen and OR14, Comment Screen. No more than thirty (30) days can be requested at one time. Multiple extensions can be requested as appropriate.
- (9) Assistant Chief Disciplinary Hearing Officer may grant in writing additional time for convening the Disciplinary Hearing. The Disciplinary Hearing Officer will document the approval, rationale, and number of days requested, on the IS04, Disciplinary Hearing Officer screen, and OR14, Comment screen. (4-4239) No more than thirty (30) days can be requested at one time. Multiple extensions can be requested as appropriate.
- (10) The following list, which is not an all-inclusive list, provides some reasons for which additional time may be granted: (4-4239)
 - (A) Essential staff or other persons are not available due to holidays, leave, regularly scheduled days off, or other factors that prevent the individual from being available.
 - (B) Law Enforcement or the District Attorney requests a suspension of the disciplinary procedures to prevent interference with criminal investigations or prosecutions.
 - (C) Witness(es) or evidence is not available or additional time is necessary to obtain additional information.
 - (D) The accused inmate is not available because of transfer for segregation, medical or mental health reasons, or court appearance.

(c) Inmate Rights

- (1) The inmate has a right to:
 - (A) At least 24 hours advance written notice of the disciplinary charges before the hearing; (4-4236)
 - (B) Be informed of the alleged misconduct, and to make verbal and/or written statements to the Investigating Officer; (4-4242)
 - (C) Request in writing to the Investigating Officer, during the investigation, that a written witness statement(s) or evidence be gathered, or evidence or witness(es) be present at the hearing if charges are referred. If an inmate is unable to write, he may request that the Investigating Officer transcribe his oral request(s) which the inmate will sign and date. Failure to make these requests on the inmate witness form shall be deemed a waiver of such requests.
 - (D) Request the Facility Head/Designee to appoint a staff member to assist the inmate at the hearing; (4-4243)
 - (E) Be read the substance of the evidence and have the opportunity to explain or refute the evidence at the disciplinary hearing; and
 - (F) Appeal to the Prisons Director.
- (2) The inmate may waive specific rights in writing or by overt refusal to cooperate with the disciplinary procedures associated with those rights. Overt inmate uncooperativeness that leads to a waiver of a right shall be witnessed by a minimum of two staff persons and documented in the record of the disciplinary process. This includes, but is not limited to any refusal to sign the DC-138A, Inmate Rights form, the DC-138B, Statement by Witness form; the Offense and Disciplinary report (batch job #50); and Record of Hearing form (batch job #55). A right not waived or refused by the inmate is retained by the inmate.
 - (A) Force should not be used to make an inmate attend the hearing.
 - (B) When an inmate refuses to attend a hearing, the inmate will be informed that the refusal to attend as scheduled is a waiver of the opportunity to attend and that the hearing will be conducted outside the inmate's presence. (4-4241)

- (C) When an inmate refuses to attend a hearing, the inmate should be given the opportunity to make a written statement regarding his refusal to attend the hearing and/or providing information to be considered at the hearing. This statement should be submitted at the time of refusal so that the inmate is not allowed to disrupt the hearing schedule. (4-4241)
 - (D) The refusal to attend should be documented on the DC-138G, Refusal to Attend Disciplinary Hearing form, and witnessed by at least two staff persons, who should sign verifying they witnessed the inmate's refusal. (4-4241)
 - (E) The Disciplinary Hearing Officer will document that the inmate refused to attend the hearing, signed or refused to sign the DC-138G, Refusal to Attend Disciplinary Hearing form, staff names who witnessed the refusal, and that the written statements from staff and/or the inmate documenting the refusal were reviewed. (4-4241)
 - (F) A refusal to attend a hearing only applies to the current hearing in question. By waiving a hearing, the inmate does not automatically waive future hearings for other future disciplinary infractions.
- (3) Violation of these rights by staff may be grounds for dismissal of disciplinary charges.
- (d) Investigation Officer Appointment and Responsibilities
- (1) Each correctional facility should have one or more staff trained to serve as Investigating Officer. The Investigating Officer will be required to complete formal OSDT approved Disciplinary Hearing Officer Procedures training prior to being given an OPUS profile to conduct inmate disciplinary investigations.
 - (2) The Officer-In-Charge will notify the Investigating Officer when a report of possible misconduct is reported.
 - (3) A staff person who is witness to an offense cannot serve as the Investigating Officer for that offense.
 - (4) Responsibilities:
 - (A) Fully investigate the alleged act of inmate misconduct, which includes interviewing and acquiring a written statement from the person reporting the misconduct, the accused inmate, and other witnesses, and employing other appropriate investigatory techniques.

- (B) Advise the accused inmate, in writing and orally, if necessary, of the rights enumerated in Section .0205(c) of this policy.
- (C) Determine if the inmate is an inpatient mental health resident and, if so, notify the Inpatient Mental Health Director/Designee of the charges and the circumstances involved. If the inmate is an inpatient mental health resident, a Mental Health Representative must be present when the inmate is advised of his rights, must assist with communicating statements, must be present when the inmate is charged by the Facility Head/Designee, when the Disciplinary Hearing Officer meets with the inmate, and must assist with completion of the disciplinary appeal form should the inmate desire to appeal a guilty verdict. Assistance at each level shall be documented on a separate DC-138B, Statement by Witness form and on the appropriate screens (IS02, IS03, or IS04 and OR14 at each level).
- (D) Determine if the inmate is identified as Developmentally Disabled and, if so, notify the inmate's Case Manager or another DD trained Case Manager. The Case Manager must be present when the inmate is advised of his rights, must assist with communicating statements, must be present when the inmate is charged by the Facility Head/Designee, when the Disciplinary Hearing Officer meets with the inmate, and must assist with completion of the disciplinary appeal form should the inmate desire to appeal a guilty verdict. Assistance at each level shall be documented on a separate DC-138B, Statement by Witness form and on the appropriate screens (IS02, IS03, or IS04 and OR14 at each level).
- (E) During the course of the investigation, should the Investigating Officer determine that the inmate exhibited behavior not covered by (C) or (D) above, which may be associated with a severe mental health abnormality; the Investigating Officer should then consult with the appropriate health staff.
- (F) Prepare a written investigation report on the IS02, Disciplinary Investigation screen and OR14, Comment screen, with appropriate comments. The report shall summarize the evidence gathered, disposition of money/stamps and/or contraband taken, interviews conducted, inmate rights waived and/or requested, extensions requested/ approved, and written statements obtained during the investigation. Each written statement obtained should be summarized. If written statements are not taken from witnesses requested by the inmate, their names and the explanation for not taking statements shall be included in the report. The names of witnesses requested by the inmate to be present at the disciplinary hearing shall be included in the report, a written statement will be obtained from the requested witnesses to be present at the

hearing, and a summary of each included in the report. The Investigating Officer may make recommendations regarding proceeding with formal disciplinary action, the presence of witnesses at the disciplinary hearing, and the particular inmate conduct rule violation.

- (G) Complete and present to the Facility Head/Designee the disciplinary package including the Investigating Officer's Report (batch job #45), written witness statements, and forms documenting advisement of inmate rights and compliance with policy requirements.
- (H) If necessary, acquire documented approval from the Facility Head/Designee to extend the investigation beyond the 72 hours from the beginning of the investigation.
- (5) The Investigating Officer is the only authorized investigatory staff member for the gathering of evidence.
- (e) Inpatient Mental Health Program Director Responsibilities
 - (1) When a mental health inpatient is being investigated for a disciplinary offense, the Treatment Team or Treatment Team Leader should make a report on the DC-556M, Treatment Team form, as to:
 - (A) Whether the patient's current mental illness precludes participation in the disciplinary process, in which case the disciplinary hearing should be postponed;
 - (B) Whether the patient's mental illness contributed significantly to the alleged disciplinary offense; and
 - (C) Whether the patient's mental status contraindicates any particular form of punishment.
 - (D) Whether the inmate requires staff assistance.
 - (2) The evaluation findings and recommendations shall be forwarded to the Investigating Officer, filed as a part of the disciplinary record, and filed in the inmate's inpatient mental health records. The Treatment Team Leader/Designee shall sign the report.
 - (3) The Disciplinary Hearing Officer should follow the evaluation, findings and recommendations of the patient's Treatment Team, Treatment Team Coordinator, or Primary Therapist unless there are strong overriding security reasons not to do so.

These reasons must be clearly documented by the Disciplinary Hearing Officer on the OR14, Comment screen, and approved by the Facility Head/Designee in consultation with the appropriate Mental Health Coordinator. Unresolved disagreements will be referred to the Chief of Medical Services/Designee who may consult with the Assistant Director of Support Services for resolution.

(f) Facility Head Responsibilities

- (1) The disciplinary process is critical to the safe and orderly operation of prison facilities and the Facility Head is responsible for managing a fair and impartial process. Procedural correctness, protection of inmate rights, thorough investigations, and proper documentation are the Facility Head/Designee's responsibility. The Facility Head/Designee shall review disciplinary hearings and dispositions to assure conformity with policy and procedure, as well as, sign and date the Offense and Disciplinary Report acknowledging the review. (4-4247)
- (2) The Facility Head/Designee also has the following responsibilities:
 - (A) Review the Investigating Officer's report and determine whether to counsel the inmate or proceed with formal disciplinary action. If counseling is used in lieu of formal disciplinary, it should be documented on the IS03, Disciplinary Charges and Plea screen, and the OR14, Comment screen, with appropriate comments and the appropriate counseling code.
 - (B) Review the disciplinary package to ensure procedural correctness and the protection of inmate rights.
 - (C) May refer the case, in writing, back to the Investigating Officer for further investigation or to protect the inmate's rights.
 - (D) Decide whether to charge the inmate with a disciplinary offense and, if so:
 - (i) determine the offense(s) with which the inmate is to be charged;
 - (ii) advise the inmate of the charge(s);
 - (iii) ask the inmate if a staff representative is requested and, if so, appoint a staff member to this role;
 - (iv) if the inmate is an inpatient mental health resident, a Mental Health Representative must serve as Staff Representative;

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- (v) if the inmate is identified as Developmentally Disabled, a DD trained Case Manager will serve as the Staff Representative;
 - (vi) complete the disciplinary report (batch job #50) by accessing the IS03, Disciplinary Charges and Plea screen, and provide the related comments on the OR14, Comment screen, to include but not be limited to, who, what, when, where, how, the inmate's plea, rationale for punishment if reduced below presumptive, requested extension(s), reason for request, number of days requested, and approval(s), etc;
 - (vii) give the inmate a copy of the completed Offense and Disciplinary Report (batch job #50) with a summary that addresses the offense(es) for which the inmate is being charged, and;
 - (viii) when required, authorize an extension to charge the inmate beyond 72 hours.
- (E) Ensure one or more staff are trained to serve as Investigation Officers by completing the required Disciplinary Hearing Officer Procedures training.
 - (F) Ensure that pertinent items of information, reports, evidence, the accused, needed witnesses, and if requested, a staff representative, are available at the time of the disciplinary hearing.
 - (G) May appoint a staff member to present evidence to the Disciplinary Hearing Officer.
 - (H) Shall appoint a recorder to assist the Disciplinary Hearing Officer.
- (g) Staff Representative Responsibilities
- (1) If the appointed representative was a witness to the alleged misconduct, the Facility Head/Designee should be notified so a new representative may be appointed.
 - (2) The staff representative does not serve as an advocate or assume an adversarial role. The staff representative has no investigative authority.
 - (3) Responsibilities:
 - (A) Assure that the inmate has an opportunity to present their version of the facts to the Disciplinary Hearing Officer;
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- (B) Present the inmate's version for physically, mentally, or language impaired inmates unable to present their version;
 - (C) Assist the inmate with understanding the disciplinary process; and
 - (D) Make a written statement on the way the Representative assisted the accused inmate.
- (h) Waiver of Hearing and Plea of Guilty
 - (1) The inmate may voluntarily plead guilty, waive a hearing before the Facility Head/Designee or Disciplinary Hearing Officer, and accept a punishment less than the presumptive punishments specified in Section .0204 of this policy. At the Disciplinary Hearing Officer level, a plea of guilty and a waiver of hearing will be documented on the IS04, Disciplinary Hearing Officer screen, and the OR14, Comment screen. The Waiver of Hearing & Plea of Guilty Report (batch job #65) and the Offense and Disciplinary Report (batch job #50) should be printed. The Record of Hearing Report (batch job #55) will only be generated on plea of guilty for A class offenses. At the Referring Authority level, the IS03, Disciplinary Charges and Plea screen, would be accessed and documentation of the inmate's guilty plea should be documented on the OR14, Comment screen. The Waiver of Hearing & Plea of Guilty Report (batch job #60) and the Offense and Disciplinary Report (batch job #50) should be printed. The punishment will be at least one class below the offense to which the inmate is pleading guilty and punishment active or suspension of the presumptive punishment for the offense to which the inmate is pleading guilty, at the discretion of the Facility Head/Designee, or the Disciplinary Hearing Officer. (4-4237)
 - (2) The inmate shall sign the printed Waiver of Hearing & Plea of Guilty report (DHO level batch job #65, Unit level batch job #60) indicating that the plea and waiver are freely given and are not the result of any coercion or intimidation. If the inmate is unable to sign due to restraints, this will be documented on the form, on the OR14, Comment screen, and a second witness will sign the form attesting the inmate could not sign. This waiver also waives the right to appeal. The inmate will be given a copy of the signed document (batch job #60 or #65).
- (i) Disciplinary Hearing Officer Appointments (4-4240)
 - (1) Disciplinary Hearing Officers shall be chosen to provide an impartial disciplinary hearing. No person who initiates the disciplinary charges or was a witness in the case may serve as a Disciplinary Hearing Officer. The responsibilities of the Disciplinary Hearing Officer will be related only to the administration of the inmate disciplinary procedure.

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- (2) The Prisons Director shall appoint and have trained one or more Disciplinary Hearing Officers to hear and determine the disposition of formal disciplinary charges. These Disciplinary Hearing Officers will perform their responsibilities as full time and exclusive duties.
- (j) Disciplinary Hearing Officer Responsibilities
- (1) The Disciplinary Hearing Officer reviews all the evidence for referred disciplinary cases, including both direct and circumstantial evidence, determines guilt or innocence, and determines punishment consistent with this policy.
- (2) Responsibilities:
- (A) Review the disciplinary package to ensure procedural correctness and the protection of inmate rights;
 - (B) Arrange for a hearing within seven (7) days, excluding weekends and holidays, after the inmate has been charged with an offense;
 - (C) Assure the presence of the people and evidence needed for the hearing;
 - (D) If necessary, refer the disciplinary back to the Facility Head/Designee for one of the reasons enumerated in policy section .0205(b)(11) or .0205(e)(1)(A);
 - (E) Read the charges to the accused inmate and obtain a plea of guilty or not guilty;
 - (F) Read to the inmate the witness statements and other evidence relating to guilt or innocence. Confidential information shall not be divulged in such a manner as to reveal the identity of the confidential source and/or jeopardize the safety of the confidential source;
 - (G) Give the accused inmate the opportunity to make a verbal statement, to refute or explain evidence, and to present relevant evidence. (4-4242)
 - (H) Give witnesses, requested by the inmate, the opportunity to testify either in person or by telephone; (4-4242)
 - (I) Document on the IS04, Disciplinary Hearing Officer screen, and OR14 Comment screen, providing relevant comments, reasons for declining to call requested witnesses or allowing the accused to present items of physical evidence. The factors considered in determining to call witnesses or present
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evidence shall include but not be limited to: (4-4242)

- (i) relevance;
- (ii) duplicative or cumulative testimony;
- (iii) necessity;
- (iv) inmate's failure to make timely request for witnesses or physical evidence in advance of the hearing; and
- (v) undue hazard related to the facility's safety or correctional goals.

Whenever the presentation of live testimony or physical evidence is denied by the Disciplinary Hearing Officer, written statements gathered by the Investigating Officer may be used. The reason(s) for denial shall be documented on the IS04, Disciplinary Hearing Officer screen, with comments on the OR14, Comment screen;

- (J) If the inmate pleads guilty or is found guilty, the Disciplinary Hearing Officer may impose punishment consistent with policy section .0204;
 - (K) A Disciplinary Hearing Officer shall not impose a sanction that significantly impairs or impedes the inmate's access to required health or mental health treatment services;
 - (L) Enter the findings of guilty, not guilty or dismissal and the rationale on the IS04, Disciplinary Hearing Officer screen, and OR14, Comment screen, and advise the inmate of the decision. The decision shall be based solely on information, direct and/or circumstantial, obtained in the hearing process including staff reports, the status of the inmate charges, evidence from witnesses, and all pertinent documentation. Give the inmate a copy of the written statement of the evidence relied upon and the reasons for the punishment imposed by accessing Record of Hearing report (batch job #55). Thoroughly document the course of the hearing on the OR14, Comment screen; (4-4244)
 - (M) Enter on the record any objections the inmate may have to the decision; (4-4245)
- (3) Advise the inmate of the right to appeal to the Prisons Director within 15 calendar days from the date of hearing. Appeal should be received by the Prison Director within 15 calendar days from the date of the hearing. (4-4245)

- (A) Complete and distribute the Record of Hearing forms. (4-4245)
 - (B) A record of the hearing and findings is maintained for five years. (4-4240)
- (k) Appeal to the Prisons Director
- (1) If the inmate appeals to the Prisons Director, his/her Designee is authorized to:
 - (A) Approve the Disciplinary Hearing Officer's decision.
 - (B) Order a re-investigation or re-hearing in whole or in part.
 - (C) Disapprove the Disciplinary Hearing Officer's decision and dismiss the case.
 - (D) Reduce but not increase the punishment determined by the Disciplinary Hearing Officer.
 - (2) The decision by the Disciplinary Hearing Officer shall be final. Such decision can only be approved or disapproved by the Prisons Director/Designee.
 - (3) Appeals are only available for inmates convicted of disciplinary offenses. The Prisons Director/Designee cannot initiate an appeal of the Disciplinary Hearing Officer's final decision.
 - (4) Any inmate who elects to plead guilty may not appeal the guilty plea.
 - (5) Tracking and notification to the facility and the inmate will be accomplished via the IS05, Disciplinary Appeal screen, Alerts and Pending Reviews screens, and appropriate batch jobs, to include the Inmate Appeal Decision Letter (batch job #40). The facility where the incident occurred shall print the Inmate Appeal Decision Letter, give to the inmate, and attach another copy with the disciplinary package. If the inmate has transferred, the current housing facility should print the Inmate Appeal Decision Letter and give to the inmate.
- (l) Use of Inmate Confidential Informant
- (1) If at all possible, written and signed statements should be obtained from the informant. These statements can be summarized by the person obtaining the statement so that the confidentiality of the informant is maintained. This summary statement will be a part of the disciplinary record; however, the confidential informant's statement will not be a part of the disciplinary record but will be made available to the Disciplinary Hearing Officer and maintained by the Facility

Head/Designee in a confidential file for at least five (5) years. The staff member should sign the summary statement.

- (2) In the event the informant fears for his safety and is unwilling to write a statement, the staff member taking the statement will provide a summary as part of the disciplinary record. The interviewer's notes and the name of the informant will be maintained by the Facility Head/Designee in a confidential file. The statement written for the confidential file should be a thorough description of the informant's information. The staff member should sign, including date and time, the statement, and request the informant to sign or initial.
- (3) Before disciplinary action is taken based on information provided by a confidential informant, the following conditions should be met:
 - (A) The staff member making the summary statement must know the informant, have used him/her in the past and found him/her reliable, and received the information from the informant based on the informant's personal or firsthand knowledge. The information would also be admissible if physical evidence or other reliable evidence, including similar statements by other informants, corroborates the informant's information.
 - (B) The staff member should state the facts that support the reliability of the confidential informant's statement, which should be filed with the confidential informant's statement.
 - (C) The Disciplinary Hearing Officer should review the confidential statement and the reliability of the informant, as documented by the person obtaining the confidential informant's statement, and state this review in the Record of Hearing, on the OR14, Comment screen.
 - (D) The Disciplinary Hearing Officer should find that safety considerations prevent disclosure of the informant's identity.
- (m) Modifications

The Prisons Director may authorize modifications of this procedure consistent with its fundamental principles, provided any modification shall be in writing, approved by the Secretary of Public Safety and incorporated in the policies and procedures of the Department.

REFERENCE FORMS

The forms listed below are the forms used specifically for inmate disciplinary packages. These forms are located on Prisons web page and maybe accessed by clicking the link below.

DC-138A – Notice to Inmate

DC-138B – Statement by Witness

DC-138F – Request for Extension of Time

DC-138G – Refusal To Attend Disciplinary Hearing

DC-556M – Treatment Team Recommendation Form * This form may be accessed at the facility providing mental health services.

 4/1/14
Director of Prisons Date

B.0200_04_01_14.doc

CORNERSTONE LMS TRANSCRIPT

Name: Erik Hooks

ORG UNIT PS Office of the Secretary (OS)

Date Criteria Type: Training End Date - Session and External training will be filtered using end date. For all other training types, completion date will be used

Start Date:

End Date: 5/4/2023

Training Type: Cohort, Curriculum, External Training, Library, Material, Online Class, Posting, Quick Course, Session, Test, Online Content

Training Title:

Subject(s):

Archived Training Include: Yes

Completed Training Only: Yes, Show all historical instances of completion if the user has completed more than one instance

Report Generated By: Johnnie McCullers

Report Date: 5/4/2023

Erik Hooks				
TITLE: Secretary Of Public Safety	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
SBI - 2020 Sworn In-Service - Bloodborne Pathogens	Session	2	Completed	12/21/2020
SBI - 2020 Sworn In-Service - Law Enforcement Threat Assessment	Session	4	Completed	12/5/2020
SBI - 2020 Sworn In-Service - Armed/Unarmed Security/Company Police: Understanding Their Roles and Authority	Session	2	Completed	12/1/2020

Erik Hooks				
TITLE: Secretary Of Public Safety	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
SBI - 2020 Sworn In-Service - Communication Strategies When Encountering Persons Who are Deaf or Hard of Hearing	Session	2	Completed	11/30/2020
SBI - 2020 Sworn In-Service - Career Survival: Training and Standards Issues	Session	2	Completed	11/20/2020
SBI - 2020 Sworn In-Service - The Signs Within: Suicide Prevention Education and Awareness	Session	2	Completed	12/1/2020
SBI - 2020 Sworn In-Service - Long-Term Effects of Childhood Adversity	Session	2	Completed	11/20/2020
SBI - 2020 Sworn In-Service - Legal Update	Session	4	Completed	12/31/2020
DPS - NCVIP Managing Performance for Employees	Curriculum	0.55	Completed	2/22/2021
DPS - NCVIP Planning for Employees	Curriculum	0.52	Completed	12/20/2020
DPS - NCVIP Annual Evaluation for Employees	Curriculum	0.2	Completed	12/20/2020
NC Learning Center New User Orientation	Online Class	0.17	Completed (Equivalent)	12/5/2014
Grievance Overview (OSHR)	Online Class	0.25	Completed (Equivalent)	3/18/2014
SBI - 2020 Sworn In-Service - Firearms Qualification	Session	2	Completed	12/7/2020
SBI - 2020 Sworn In-Service - Firearms Classroom	Session	2	Completed	12/7/2020
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	2/22/2021
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	12/3/2020
Cyber Security: Password Security	Online Class	0.13	Completed	2/22/2021
NC DPS Symptom Self-Screening Tool	Materials	0	Completed	11/25/2020
GCC - Grant Opening Process	Online Class	0.5	Completed	12/25/2020

Erik Hooks				
TITLE: Secretary Of Public Safety	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
North Carolina State Government's Safe Practices for the Pandemic Worksite Training	Online Class	1	Completed	12/25/2020
Cyber Security: Mobile Device Security	Online Class	0.17	Completed	10/24/2020
Budget Basics for Public Managers	Online Class	0.75	Completed (Equivalent)	7/15/2015
Cyber Security: Who is the Human Firewall	Online Class	0.17	Completed	10/24/2020
Mandatory State Employees Computer Asset Compliance Checklist	Materials	0.25	Completed	11/25/2020
NCVIP Annual Training for Managers_2020	Online Class	2	Completed	10/24/2020
DPS - Social Media Policy	Materials	0	Completed	10/24/2020
Cyber Security: Social Media - Staying Secure in a Connected World	Online Class	0.17	Completed	10/24/2020
Cyber Security: Ransomware	Online Class	0.25	Completed	10/24/2020
Cyber Security: Social Engineering Red Flags	Online Class	0.25	Completed	10/24/2020
SBI - 2019 Annual Policy Required Training - Sworn	Curriculum	5	Completed	12/31/2019
2019ICS	Online Class	1	Completed	12/31/2019
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	12/31/2019
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	12/31/2019
DPS IT: Acceptable Use Policies	Curriculum	2	Completed	11/26/2019
Cyber Security: Insider-Threat	Online Class	0.03	Completed	12/31/2019
Equal Employment Opportunity and Diversity Fundamentals (EEO/DF)_V2	Curriculum	13	Completed (Equivalent)	10/4/1995
Cyber Security: Understanding and Protecting PII	Online Class	0.25	Completed	9/16/2019
DPS - Social Media Policy	Materials	0	Completed	9/2/2019
Cyber Security: How to be a Human Firewall	Online Class	0.25	Completed	9/16/2019
DPS IT: Laptop and Mobile Device	Materials	0.5	Completed	9/2/2019
DPS IT: Acceptable Use Policies	Curriculum	2	Completed	9/16/2019

Erik Hooks				
TITLE: Secretary Of Public Safety	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
Cyber Security: Phishing Fundamentals	Online Class	0.2	Completed	9/16/2019
Cyber Security: Your Role - Internet Security and You	Online Class	0.25	Completed	9/16/2019
SBI - Legal Update - 2018 Sworn In-Service	Session	4	Completed	7/28/2018
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	9/2/2019
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	9/2/2019
Security Mentor - Information Protection	Online Class	0.2	Completed	12/21/2018
DPS - Social Media Policy	Materials	0	Completed	12/15/2018
SBI - 2018 3rd Quarter Firearms	Session	4	Completed	8/24/2018
SBI - 2018 Sworn In-Service	Curriculum	24	Completed	12/20/2018
SBI - Equality in Policing - 2018 Sworn In-Service	Materials	0	Completed	7/28/2018
SBI - Law Enforcement Intell Update - 2018 Sworn In-Service	Materials	0	Completed	7/28/2018
SBI - Strategies to Improve LE Interaction and Relationships with Minority Youth - 2018 Sworn In-Service	Materials	0	Completed	7/28/2018
SBI - Officer Safety: Surviving Planned Attacks Against LEO - 2018 Sworn In-Service	Materials	0	Completed	7/28/2018
SBI - Communication Skills with Persons in Crisis - De-Escalation Techniques - 2018 Sworn In-Service	Materials	0	Completed	7/28/2018
SBI - 2018 2nd Quarter Firearms	Session	4	Completed	7/13/2018
DPS IT: Laptop and Mobile Device	Materials	0.5	Completed	7/27/2018
DPS IT: Acceptable Use Policies	Curriculum	1.5	Completed	7/27/2018
SBI - 2018 Annual Policy Required Training - Sworn	Curriculum	6	Completed	6/11/2018
Preventing Workplace Harassment v2	Online Class	0.32	Completed	5/2/2018
Security Mentor - Insider Threat	Online Class	0.2	Completed	5/2/2018

Erik Hooks				
TITLE: Secretary Of Public Safety	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
SBI - Firearms Classroom - 2018 Sworn In-Service	Session	2	Completed	3/7/2018
SBI - Firearms Qualification - 2018 Sworn In-Service	Session	2	Completed	3/7/2018
DPS HR - Social Media, Interpersonal Communication & Relationships with Staff	Online Class	1	Completed	2/19/2018
Adverse Weather Policy: Plan, Educate, Communicate	Online Class	0.17	Completed	2/19/2018
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	12/6/2017
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	12/6/2017
Security Mentor - Public Wifi	Online Class	0.17	Completed	11/18/2017
Security Mentor - Mobile Security	Online Class	0.17	Completed	11/18/2017
SBI - 2017 Annual Policy Required Training	Curriculum	8	Completed	7/25/2017
DPS IT: Acceptable Use Policies	Curriculum	1.5	Completed	7/25/2017
Security Mentor - Computer Security	Online Class	0.25	Completed	7/25/2017
SBI 2017 ICS and Special Operations Training	Session	7	Completed	6/1/2017
SBI - 2017 Sworn Inservice	Curriculum	26	Completed	1/24/2018
DPS-HR Bonus Leave Payout Program	Materials	0	Completed	4/21/2017
Security Mentor - Information Protection.	Online Class	0.17	Completed	7/27/2017
Equal Employment Opportunity and Diversity Fundamentals (EEO/DF)	Curriculum	13.08	Completed (Equivalent)	10/4/1995
SBI - 2016 Management Conference	Session	12	Completed	12/13/2016
DPS-NCVIP: Performance Evaluation for Transfers & Separations (PETS)	Online Class	1	Completed	2/19/2018
SBI - 2016 Bloodborne Pathogens Training	Online Class	0	Completed	12/17/2016
SBI - 2016 Hazardous Materials	Curriculum	0	Completed	12/30/2016
SBI-2016 4th Quarter Firearms Training	Session	4	Completed	12/15/2016
SBI - 2016 Bias Based Profiling Training	Online Class	0	Completed	12/17/2016
SBI - 2016 Ethics	Online Class	0	Completed	12/17/2016

Erik Hooks				
TITLE: Secretary Of Public Safety	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	12/17/2016
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	12/17/2016
Security Mentor - Web Security	Online Class	0.25	Completed	7/27/2017
Security Mentor - Email Security	Online Class	0.25	Completed	7/27/2017
Security Mentor - Social Networking "When a Friend is Not a Friend"	Online Class	0.17	Completed	11/18/2017
Security Mentor - Phishing	Online Class	0.17	Completed	8/8/2016
DPS HR - NCVIP New Supervisor Training	Materials	0	Completed	7/1/2016
SBI & ALE NCVIP Final Appraisal Training for SUPERVISORS	Session	3	Completed	6/22/2016
Security Mentor - Passwords	Online Class	0.17	Completed	5/24/2016
Security Mentor - Keys to Security: Introduction to Security Awareness	Online Class	0.17	Completed	3/26/2016
SBI-2016 1st Quarter Firearms Training	Session	4	Completed	3/22/2016
SBI - 2016 Sworn Inservice	Curriculum	24	Completed	10/7/2016
Actionable Intelligence, how to hunt criminals and terrorist	Session	8	Completed	2/3/2016
SBI-2015 4th Quarter Firearms	Session	4	Completed	12/15/2015
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	1/15/2016
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	1/15/2016
SBI - 2015 HazMat Training HSS150992015	Curriculum	0	Completed	12/14/2015
SBI - 2015 Bias Based Profiling HUM150992013	Online Class	0	Completed	11/23/2015
SBI - 2015 Bloodborne Pathogens HSS150992014	Online Class	0	Completed	11/23/2015
SBI-2015 3rd Quarter Firearms Training	Session	4	Completed	9/30/2015
SBI - NCVIP Performance Management	Session	2	Completed	9/9/2015

Erik Hooks				
TITLE: Secretary Of Public Safety	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
SBI – 2015 Brief on Disorder in Ferguson, MO	Online Class	1	Completed	11/23/2015
DPS - NCVIP Introduction for Employees	Curriculum	0.55	Completed	8/18/2015
NCVIP Performance Management Technology Training for Managers & Supervisors – Individual Development Plans	Online Class	0.2	Completed	8/12/2015
NCVIP Performance Management Technology Training for Employees – Individual Development Plans	Online Class	0.23	Completed	8/12/2015
DPS - NCVIP Annual Evaluation for Employees	Curriculum	0.37	Completed	8/12/2015
DPS - NCVIP Annual Evaluation for Managers and Supervisors	Curriculum	0.83	Completed	8/12/2015
DPS - NCVIP Interim Feedback Review for Supervisors and Managers	Curriculum	0.58	Completed	8/12/2015
DPS - NCVIP Planning for Supervisors and Managers	Curriculum	0.72	Completed	8/12/2015
DPS - NCVIP Managing Performance for Managers and Supervisors	Curriculum	2.07	Completed	8/12/2015
DPS - NCVIP Interim Feedback Review for Employees	Curriculum	0.3	Completed	8/12/2015
DPS - NCVIP Managing Performance for Employees	Curriculum	0.78	Completed	8/12/2015
DPS - NCVIP Planning for Employees	Curriculum	0.47	Completed	8/12/2015
PeopleAdmin Position Management Module Manager Training	Video	0	Completed	7/15/2015
Budget Basics for Public Managers	Online Class	0	Completed	7/15/2015
DPS - Procurement Card Training	Online Class	1	Completed	7/15/2015
Life Planning	Materials	0	Completed	8/21/2015
Criminal Justice - Securing the Human Module 26	Online Class	0.08	Completed	7/9/2015
SBI - Worker's Compensation, LOA, and FMLA	Materials	2	Completed	6/2/2015

Erik Hooks				
TITLE: Secretary Of Public Safety	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
SBI - Worker's Compensation, LOA, and FMLA	Curriculum	2	Completed	6/2/2015
You Are The Target - Securing the Human Module 1	Online Class	0.03	Completed	5/28/2015
Email and IM -Securing the Human Module 3	Online Class	0.1	Completed	5/28/2015
DPS - NCVIP Introduction for Supervisors	Curriculum	0.75	Completed	4/15/2015
SBI - 2015 Sworn Inservice	Curriculum	24	Completed	11/30/2015
Introducing NCVIP	Video	0	Completed	2/16/2015
SBI-2014 4th Quarter Firearms Training (Lexington)	Session	4	Completed	1/13/2015
SBI - Bias-Based Profiling HUM140992016	Materials	1	Completed	12/5/2014
SBI - HazMat HSS140992014	Curriculum	2	Completed	12/5/2014
SBI - Bloodborne Pathogens HSS140992015	Materials	2	Completed	12/5/2014
SBI - Everyday Ethics for Sworn Staff HUM140992013	Materials	1	Completed	12/5/2014
SBI - Discovery: Best Practices MIS140761033	Materials	1	Completed	12/5/2014
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	12/5/2014
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	12/5/2014
NC Learning Center Transcript Quick Reference Guide	Materials	0.08	Completed	12/5/2014
NC Learning Center New User Orientation	Online Class	0.17	Completed	12/5/2014
DPS Run- Hide- Fight: Protective Actions for a Shooter in the Workplace Incident	Video	0.17	Completed	8/10/2014
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	8/10/2014
OSHR Safety - Be A Hazard Hero! (archived)	Online Class	0.37	Completed	8/10/2014
SBI - 2014 SBI Sworn In-Service	Session	27	Completed	12/29/2014

Erik Hooks				
TITLE: Secretary Of Public Safety	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
2014 DOJ Clothing Allowance Policy HUM143874014	Policy	0	Completed	4/29/2014
Grievance Overview (OSHR)	Online Class	0.25	Completed	3/18/2014
Archived Transcript 0651	External Training	0	Completed	2/25/2014
SBI Policy 26 - Drug Free Workplace HUM143874004	Policy	0	Completed	1/26/2014
SBI Policy 25 - Social Media On and Off Duty HUM143874003	Policy	0	Completed	1/26/2014
2014 SBI Policy Manual HUM143874001	Policy	0	Completed	1/26/2014
2014 SBI Procedure Manual HUM143874002	Policy	0	Completed	1/26/2014
Preventing Harassment for Managers	Online Class	0	Completed	1/27/2014
SBI - 2013 4th Qtr. Firearms Practice - Special Investigations	Session	4	Completed	12/19/2013
Hazard Communication 2012 Update (HAZCOM2012)	Curriculum	1	Completed	11/25/2013
2013 3rd Qtr Firearms Practice - Special Investigations	Session	4	Completed	9/26/2013
New User Quick Reference Card - NC Learning Center	General	0	Completed	1/26/2014
Manager Quick Reference Card - NC Learning Center	General	0	Completed	1/26/2014
NC Learning Center Manager Orientation Course	Online Class	0	Completed	1/27/2014
NC Learning Center New User Orientation Course - Version 1	Online Class	0	Completed	1/27/2014
EEOI 1: Equal Employment Opportunity Institute - Level I	Online Class	0	Completed	10/4/1995
		317.28		

CORNERSTONE LMS TRANSCRIPT

Name: Todd Ishee

ORG UNIT AC Secretary's Office

Date Criteria Type: Training End Date - Session and External training will be filtered using end date. For all other training types, completion date will be used

Start Date:

End Date: 5/4/2023

Training Type: Cohort, Curriculum, External Training, Library, Material, Online Class, Posting, Quick Course, Session, Test, Online Content

Training Title:

Subject(s):

Archived Training Include: Yes

Completed Training Only: Yes, Show all historical instances of completion if the user has completed more than one instance

Report Generated By: Johnnie McCullers

Report Date: 5/4/2023

Todd Ishee				
TITLE: Secretary Of Dept. Of Adult Corr.	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
Unconscious Bias Program	Curriculum	1.95	Completed	9/9/2022
Privacy: Prevent Identity Theft	Online Class	0.13	Completed	4/10/2023
Privacy: The Value of Personal Information	Online Class	0.13	Completed	4/27/2023
Cyber Security: 2023 Social Engineering Red Flags	Online Class	0.25	Completed	4/27/2023
Privacy: PII and Compliance	Online Class	0.07	Completed	2/7/2023
Cyber Security: Non-Technical Security	Online Class	0.17	Completed	2/7/2023
Privacy: Data Privacy Basics	Online Class	0.17	Completed	2/7/2023

Todd Ishee				
TITLE: Secretary Of Dept. Of Adult Corr.	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
Privacy: The What, Why, and How of Data Privacy	Online Class	0.05	Completed	2/7/2023
DAC HR - Confidentiality Agreement	Materials	0	Completed	12/14/2022
Cyber Security: Corporate Email Tips with Quiz	Online Class	0.17	Completed	1/9/2023
NC DPS HR - Religious Accommodation Policy Training	Online Class	1	Completed	12/14/2022
DPS HR - Confidentiality Agreement	Materials	0	Completed	11/10/2022
Cyber Security: Mobile Device Security 2022	Online Class	0.17	Completed	10/4/2022
How Do I Identify My Biases?	Online Class	0.05	Completed	9/9/2022
Cyber Security: Creating Strong Passwords - Security Awareness Training	Online Class	0.25	Completed	9/9/2022
EXT - 2022 South Piedmont Committee of NCCA: "Turning Setbacks into Comebacks"	Session	5	Completed	6/30/2022
Key Triggers to Search for Unconscious Bias	Online Class	0.07	Completed	7/15/2022
SOP - Tuberculosis (TB) in Corrections	Online Class	0.5	Completed	7/13/2022
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	7/13/2022
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	7/13/2022
DPS HR - Confidentiality Agreement	Materials	0	Completed	7/1/2022
What Types of Bias Exist?	Online Class	0.05	Completed	6/15/2022
Cyber Security: Phishing Foundations	Online Class	0.17	Completed	6/15/2022
Statewide Compensation System Manager's Toolkit Training	Curriculum	0.63	Completed	6/15/2022
How Does Bias Feel?	Online Class	0.07	Completed	6/9/2022
The Science of Bias	Online Class	0.07	Completed	4/20/2022
Cyber Security: Remote Work: Cyber and Physical Security	Online Class	0.17	Completed	4/20/2022
What Is Unconscious Bias?	Online Class	0.05	Completed	3/31/2022
SOP - Tuberculosis (TB) in Corrections	Online Class	0.5	Completed	3/31/2022
Why Is It Hard To Talk About Bias?	Online Class	0.05	Completed	2/25/2022

Todd Ishee				
TITLE: Secretary Of Dept. Of Adult Corr.	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
Cyber Security: Cybersecurity Toolkit	Online Class	0.25	Completed	2/3/2022
EXT - North Carolina Correctional Association - 42nd Annual Training Conference "United Professionals"	Session	9.5	Completed	11/19/2021
What Does Bias Look Like?	Online Class	0.05	Completed	1/27/2022
What's the Difference Between Bias and Instincts?	Online Class	0.03	Completed	12/20/2021
Cyber Security: Protect Yourself From Ransomware	Online Class	0.17	Completed	12/1/2021
2021 NC DPS HR Religious Accommodation Training	Online Class	0	Completed	12/1/2021
Overcome Your Unconscious Bias	Online Class	0.03	Completed	11/23/2021
Cyber Security: 10 Ways to Avoid Phishing Scams	Online Class	0.17	Completed	10/8/2021
Model Bias-Interrupting Behaviors	Online Class	0.1	Completed	9/27/2021
How Unconscious Bias Affects Your Work, Whether You Know It or Not	Online Class	0.1	Completed	9/27/2021
Can You Change Bias?	Online Class	0.08	Completed	9/27/2021
Build Structures to Combat Bias	Online Class	0.1	Completed	9/27/2021
Know When You're Acting Biased	Online Class	0.13	Completed	9/27/2021
Slow Down Your Thinking to Avoid Unconscious Bias	Online Class	0.15	Completed	9/27/2021
How to Talk About Bias	Online Class	0.08	Completed	9/27/2021
Why Everyone Has Unconscious Bias	Online Class	0.1	Completed	9/27/2021
Interrupt Your Bias in the Moment	Online Class	0.1	Completed	9/27/2021
Why It's Hard to Talk About Bias – and Why You Should	Online Class	0.1	Completed	9/27/2021
What Unconscious Bias Looks Like at Work	Online Class	0.1	Completed	9/27/2021
When You Should Be Aware of Unconscious Bias	Online Class	0.12	Completed	9/27/2021
Break the Everyday Habit of Bias	Online Class	0.07	Completed	9/27/2021

Todd Ishee				
TITLE: Secretary Of Dept. Of Adult Corr.	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
The Power of Uncovering Your Unconscious Bias	Online Class	0.1	Completed	9/27/2021
Requirements for COVID-19 Testing and Face Coverings as an Alternative to Proof of Full Vaccination	Policy	0.08	Completed	9/7/2021
Cyber Security: 2021 Social Engineering Red Flags	Online Class	0.17	Completed	8/2/2021
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	7/1/2021
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	7/1/2021
DPS HR - Confidentiality Agreement	Materials	0	Completed	7/1/2021
Mandatory State Employees Computer Asset Compliance Checklist 2021	Materials	0.08	Completed	7/1/2021
DPS HR - Advancing Goals Job Aid	Materials	0	Completed	7/1/2021
SOP In-Service Firearms - 501 Part II - Firearms Safety	Session	1	Completed	5/27/2021
OSDT In-Service - Concealed Carry Handgun (Classroom)	Session	6	Completed	5/27/2021
SOP In-Service Firearms - 501 Part I - Law & Policy Concerning Use Of Deadly Force	Session	1	Completed	5/27/2021
Cyber Security: Insider Threats For End Users	Online Class	0.17	Completed	6/4/2021
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	4/27/2021
Cyber Security: Security Beyond the Office	Online Class	0.17	Completed	4/8/2021
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	2/23/2021
Cyber Security: 2021 Security Awareness Training	Online Class	0.25	Completed	2/1/2021
DPS - NCVIP Planning for Supervisors and Managers	Curriculum	1.17	Completed	12/19/2020

Todd Ishee				
TITLE: Secretary Of Dept. Of Adult Corr.	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
DPS - NCVIP Managing Performance for Managers and Supervisors	Curriculum	1.55	Completed	12/19/2020
Cyber Security: Password Security	Online Class	0.13	Completed	12/1/2020
DPS IT: Acceptable Use Policies	Curriculum	3	Completed	11/30/2020
North Carolina State Government's Safe Practices for the Pandemic Worksite Training	Online Class	1	Completed	12/1/2020
Cyber Security: Mobile Device Security	Online Class	0.17	Completed	10/1/2020
Cyber Security: Who is the Human Firewall	Online Class	0.17	Completed	8/20/2020
Mandatory State Employees Computer Asset Compliance Checklist	Materials	0.25	Completed	7/24/2020
NCVIP Annual Training for Managers_2020	Online Class	2	Completed	2/23/2021
DPS - Social Media Policy	Materials	0	Completed	7/7/2020
DPS HR - Confidentiality Agreement	Materials	0	Completed	7/7/2020
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	7/7/2020
NC DPS - NCVIP Advancing Goals Webinar 2021	Session	2	Completed	6/17/2020
Cyber Security: Social Media - Staying Secure in a Connected World	Online Class	0.17	Completed	6/16/2020
Cyber Security: Ransomware	Online Class	0.25	Completed	5/11/2020
Cyber Security: Social Engineering Red Flags	Online Class	0.25	Completed	2/5/2020
DPS HR - New Employee Orientation	Curriculum	4.08	Completed	2/10/2020
DPS IT: Acceptable Use Policies	Curriculum	2	Completed	1/7/2020
Cyber Security: Insider-Threat	Online Class	0.03	Completed	1/7/2020
Cyber Security: Understanding and Protecting PII	Online Class	0.25	Completed	11/18/2019
ASCA July 2019	External Training	7.25	Completed	8/15/2019
ASCA 2019 Summer Conference	External Training	12	Completed	8/8/2019
Equal Employment Opportunity and Diversity Fundamentals (EEO/DF)_V2	Curriculum	13	Completed	9/16/2020

Todd Ishee				
TITLE: Secretary Of Dept. Of Adult Corr.	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
DPS - Procurement Card Training	Online Class	1	Completed	7/11/2019
Cyber Security: How to be a Human Firewall	Online Class	0.25	Completed	9/12/2019
DPS - Social Media Policy	Materials	0	Completed	1/7/2020
DPS HR - Confidentiality Agreement	Materials	0	Completed	1/3/2020
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	1/7/2020
SAF - Accident/Incident Investigation Training	Online Class	1	Completed	1/7/2020
SAF - Workplace Safety and Health Orientation and Hazard Identification Training	Online Class	1	Completed	1/15/2020
DPS Run- Hide- Fight: Protective Actions for a Shooter in the Workplace Incident	Video	0.17	Completed	1/15/2020
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	1/21/2020
Cyber Security: Your Role - Internet Security and You	Online Class	0.25	Completed	9/17/2019
DPS - NCVIP Managing Performance for Managers and Supervisors	Curriculum	1.55	Completed	1/21/2020
DPS - NCVIP Planning for Supervisors and Managers	Curriculum	0.7	Completed	1/15/2020
Cyber Security: Phishing Fundamentals	Online Class	0.2	Completed	9/13/2019
HR - Preventing Overpayments	Online Class	0	Completed	1/8/2020
DPS - NCVIP Introduction for Supervisors	Curriculum	0.75	Completed	1/15/2020
DPS HR - Social Media, Interpersonal Communication & Relationships with Staff	Online Class	1	Completed	9/17/2019
Preventing Workplace Harassment v2	Online Class	0.32	Completed	1/8/2020
DPS HR - NCVIP New Supervisor Training	Materials	0	Completed	7/1/2016
		92.32		

CORNERSTONE LMS TRANSCRIPT

Name: Kenneth Lassiter

ORG UNIT COR SO COO DS2 CE DIR OPS FARMS M3

Date Criteria Type: Training End Date - Session and External training will be filtered using end date. For all other training types, completion date will be used

Start Date:

End Date: 5/4/2023

Training Type: Cohort, Curriculum, External Training, Library, Material, Online Class, Posting, Quick Course, Session, Test, Online Content

Training Title:

Subject(s):

Archived Training Include: Yes

Completed Training Only: Yes, Show all historical instances of completion if the user has completed more than one instance

Report Generated By: Johnnie McCullers

Report Date: 5/4/2023

Kenneth Lassiter				
TITLE: Director Of Prison	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
Requirements for COVID-19 Testing and Face Coverings as an Alternative to Proof of Full Vaccination	Policy	0.08	Completed	10/24/2021
Cyber Security: 2021 Social Engineering Red Flags	Online Class	0.17	Completed	10/24/2021
PREA - Understanding the LGBTI Offender	Curriculum	2	Completed	10/24/2021
SOP - Reasonable Accommodations for Inmates with Disabilities in Accordance with the ADA for Prisons Employees (Online) (In-Service)	Online Class	1	Completed	8/2/2021

Kenneth Lassiter				
TITLE: Director Of Prison	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	8/16/2021
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	8/2/2021
Cyber Security: Insider Threats For End Users	Online Class	0.17	Completed	8/2/2021
SOP - Hazardous Drugs (Annual Compliance)	Online Class	1	Completed	6/23/2021
PREA: Sexual Abuse and Sexual Harassment (SAH) 101 (Online) (In-Service)	Online Class	1	Completed	4/26/2021
PREA: Sexual Abuse and Sexual Harassment (SAH) 101 (Online) (In-Service)	Online Class	1	Completed (Equivalent)	9/25/2020
Cyber Security: Security Beyond the Office	Online Class	0.17	Completed	5/4/2021
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	3/19/2021
Cyber Security: 2021 Security Awareness Training	Online Class	0.25	Completed	2/5/2021
DPS - NCVIP Managing Performance for Employees	Curriculum	0.55	Completed	1/15/2021
DPS - NCVIP Annual Evaluation for Employees	Curriculum	0.2	Completed	12/20/2020
NC Learning Center New User Orientation	Online Class	0.17	Completed (Equivalent)	3/22/2017
DPS - NCVIP Planning for Employees	Curriculum	0.52	Completed	12/20/2020
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	1/15/2021
Cyber Security: Password Security	Online Class	0.13	Completed	12/9/2020
North Carolina State Government's Safe Practices for the Pandemic Worksite Training	Online Class	1	Completed	1/27/2021
Cyber Security: Mobile Device Security	Online Class	0.17	Completed	11/6/2020
PREA - Sexual Abuse and Sexual Harassment 101	Online Class	1	Completed	9/25/2020

Kenneth Lassiter				
TITLE: Director Of Prison	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
Cyber Security: Who is the Human Firewall	Online Class	0.17	Completed	8/14/2020
Mandatory State Employees Computer Asset Compliance Checklist	Materials	0.25	Completed	7/29/2020
NCVIP Annual Training for Employees_2020	Online Class	4	Completed	7/29/2020
DPS - Social Media Policy	Materials	0	Completed	7/29/2020
SAF - Occupational Exposure to Infectious Diseases (Online) (In-Service)	Online Class	2	Completed	6/24/2020
PREA: Sexual Abuse and Sexual Harassment (SAH) 201 (Online) (In-Service)	Online Class	1	Completed	6/19/2020
DPS - Professional Ethics (Online) (In-Service)	Online Class	2	Completed	6/19/2020
SOP - Reasonable Accommodations for Inmates with Disabilities in Accordance with the ADA for Prisons Employees (Online) (In-Service)	Online Class	1	Completed	6/12/2020
SAF - Occupational Exposure to Infectious Diseases (Online) (In-Service)	Online Class	2	Completed (Equivalent)	7/24/2017
DPS - Fire Safety (Online) (In-Service)	Online Class	1	Completed (Equivalent)	2/1/2019
DPS HR - Social Media, Interpersonal Communication & Relationships with Staff	Online Class	1	Completed	6/12/2020
ACJJ - Unlawful Workplace Harassment	Online Class	1	Completed	6/10/2020
AC- Staff and Offender: Maintaining Professional Boundaries	Online Class	2	Completed	6/10/2020
Cyber Security: Social Media - Staying Secure in a Connected World	Online Class	0.17	Completed	6/5/2020
SAF - Forklift Safety Certification	Session	1	Completed	1/31/2020
SAF - Personal Protective Equipment (PPE)	Session	1	Completed	1/31/2020
CE - Correction Enterprises - Machine Guarding	Session	1	Completed	1/31/2020
Lockout/Tagout Procedures for Authorized Employees	Session	1	Completed	1/31/2020

Kenneth Lassiter				
TITLE: Director Of Prison	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
SAF - Occupational Noise Exposure - Hearing Conservation (Safety)	Session	1	Completed	1/31/2020
SAF - Asbestos Awareness	Session	1	Completed	1/31/2020
CE - Correction Enterprises: Hot Work Program	Session	1	Completed	1/31/2020
SAF - Hazard Communication Program	Session	1	Completed	1/31/2020
SAF - Confined Spaces Entry	Session	1	Completed	1/31/2020
DAC - Fire Safety (Classroom Only) (In-Service)	Session	1	Completed	1/31/2020
SAF - Occupational Exposure to Infectious Diseases (BBP) - Instructor Training Program (Safety)	Session	2	Completed	1/31/2020
SAF - Fire Drills - Emergency Evacuation	Session	1	Completed	1/31/2020
SOP - Nasal NARCAN Training for Correctional Officers	Online Class	0.5	Completed	4/6/2020
Cyber Security: Ransomware	Online Class	0.25	Completed	5/27/2020
Cyber Security: Social Engineering Red Flags	Online Class	0.25	Completed	3/27/2020
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	2/19/2020
DPS IT: Laptop and Mobile Device	Materials	0.5	Completed (Equivalent)	7/10/2019
DPS IT: Acceptable Use Policies	Curriculum	2	Completed	11/26/2019
Cyber Security: Insider-Threat	Online Class	0.03	Completed	12/13/2019
Cyber Security: Understanding and Protecting PII	Online Class	0.25	Completed	9/10/2019
DPS - Social Media Policy	Materials	0	Completed	7/10/2019
Cyber Security: How to be a Human Firewall	Online Class	0.25	Completed	7/4/2019
DPS IT: Laptop and Mobile Device	Materials	0.5	Completed	7/10/2019
DPS IT: Acceptable Use Policies	Curriculum	2	Completed	7/10/2019
Cyber Security: Phishing Fundamentals	Online Class	0.2	Completed	5/2/2019
Cyber Security: Your Role - Internet Security and You	Online Class	0.25	Completed	3/29/2019

Kenneth Lassiter				
TITLE: Director Of Prison	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
SOP - Prescription for Hope and Perseverance (Participant Training)	Session	4	Completed	2/8/2019
SOP In-Service - Suicide Prevention - Self-Injurious Behavior	Session	2	Completed	2/8/2019
SAF - Occupational Exposure to Infectious Diseases (Classroom) (In-Service) (BBP)	Session	2	Completed	1/18/2019
OSDT - Situational Awareness (In-Service)	Session	4	Completed	2/7/2019
SOP - Introduction To Contraband	Session	2	Completed	2/7/2019
SOP In-Service - Prison Emergencies: Prevention and Response (822 Part II)	Session	2	Completed	2/7/2019
SAF - Occupational Noise Exposure - Hearing Conservation (Safety)	Session	2	Completed	1/18/2019
SAF - Asbestos Awareness	Session	2	Completed	1/18/2019
SOP In-Service - Fire Safety (822 Part III)	Session	1	Completed	1/18/2019
SAF - Personal Protective Equipment (PPE)	Session	1	Completed	1/18/2019
SAF - Fire Drills - Emergency Evacuation	Session	1	Completed	1/18/2019
Lockout/Tagout Procedures for Authorized Employees	Session	1	Completed	1/18/2019
SAF - Forklift Safety Certification	Session	1	Completed	1/18/2019
SAF - Hazard Communication Program	Session	1	Completed	1/18/2019
CE - Correction Enterprises - Machine Guarding	Session	2	Completed	1/18/2019
SAF - Confined Spaces Entry	Session	2	Completed	1/18/2019
CE - Correction Enterprises: Hot Work Program	Session	2	Completed	1/18/2019
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	5/2/2019
Security Mentor - Information Protection	Online Class	0.2	Completed	12/10/2018
DPS - Social Media Policy	Materials	0	Completed	12/10/2018
Security Mentor - Internet Of Things (IoT): Here, There and Everywhere	Online Class	0.25	Completed	10/4/2018

Kenneth Lassiter				
TITLE: Director Of Prison	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
PREA - Sexual Abuse and Sexual Harassment 101	Online Class	1	Completed	5/10/2019
Security Mentor - Cloud Security - Computing in the Cloud!	Online Class	0.25	Completed	8/14/2018
DPS IT: Laptop and Mobile Device	Materials	0.5	Completed	7/18/2018
DPS IT: Acceptable Use Policies	Curriculum	1.5	Completed	7/18/2018
Security Mentor - Working Remotely	Online Class	0.2	Completed	6/1/2018
Preventing Workplace Harassment v2	Online Class	0.32	Completed (Equivalent)	2/6/2018
Security Mentor - Insider Threat	Online Class	0.2	Completed	4/2/2018
OSDT - Situational Awareness (In-Service)	Session	4	Completed	3/23/2018
PREVENTING WORKPLACE HARASSMENT.	Online Class	0.32	Completed	2/6/2018
Security Mentor - Social Engineering Lesson	Online Class	0.25	Completed	2/14/2018
Adverse Weather Policy: Plan, Educate, Communicate	Online Class	0.17	Completed	1/25/2018
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	1/25/2018
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	1/25/2018
Security Mentor - Office Security	Online Class	0.17	Completed	12/1/2017
Security Mentor - Public Wifi	Online Class	0.17	Completed	10/18/2017
Security Mentor - Mobile Security	Online Class	0.17	Completed	10/2/2017
SAF - Confined Spaces Entry	Session	2	Completed	1/27/2017
SAF - Personal Protective Equipment (PPE)	Session	1	Completed	1/27/2017
DAC - Fire Safety (Classroom Only) (In-Service)	Session	1	Completed	1/27/2017
CE - Correction Enterprises - Machine Guarding	Session	2	Completed	1/27/2017
SAF - Fire Drills - Emergency Evacuation	Session	1	Completed	1/27/2017
SAF - Forklift Safety Certification	Session	1	Completed	1/27/2017
CE - Correction Enterprises: Hot Work Program	Session	2	Completed	1/27/2017

Kenneth Lassiter				
TITLE: Director Of Prison	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
SAF - Hazard Communication Program	Session	1	Completed	1/27/2017
SAF - Asbestos Awareness	Session	2	Completed	1/27/2017
JJ - Bloodborne Pathogens	Session	1	Completed	1/27/2017
SAF - Occupational Noise Exposure - Hearing Conservation (Safety)	Session	2	Completed	1/27/2017
Lockout/Tagout Procedures for Authorized Employees	Session	1	Completed	1/27/2017
DPS IT: Acceptable Use Policies	Curriculum	1.5	Completed	7/28/2017
Security Mentor - Computer Security	Online Class	0.25	Completed	7/26/2017
DPS-HR Bonus Leave Payout Program	Materials	0	Completed	5/9/2017
Security Mentor - Information Protection.	Online Class	0.17	Completed	5/9/2017
Correction Enterprises Strategic Plan 2017-2020 (Part 1 of 2)	Materials	0.25	Completed	3/22/2017
Correction Enterprises Strategic Plan 2017-2020 (Part 2 of 2)	Materials	0.25	Completed	3/22/2017
Security Mentor - Incident Reporting	Online Class	0.17	Completed	3/22/2017
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	1/13/2017
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	12/9/2016
Security Mentor - Web Security	Online Class	0.25	Completed	12/19/2016
Security Mentor - Email Security	Online Class	0.25	Completed	12/9/2016
Security Mentor - Social Networking "When a Friend is Not a Friend"	Online Class	0.17	Completed	12/9/2016
PREA - Sexual Abuse and Sexual Harassment 101	Online Class	1	Completed	1/13/2017
Security Mentor - Phishing	Online Class	0.17	Completed	7/5/2016
DPS - NCVIP Planning for Employees	Curriculum	0.47	Completed	6/6/2016
DPS - NCVIP Planning for Employees	Curriculum	0.47	Completed	6/6/2016
Security Mentor - Passwords	Online Class	0.17	Completed	5/6/2016
Security Mentor - Keys to Security: Introduction to Security Awareness	Online Class	0.17	Completed	7/5/2016

Kenneth Lassiter				
TITLE: Director Of Prison	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
DPS - NCVIP Managing Performance for Employees	Curriculum	0.55	Completed	7/5/2016
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	1/27/2016
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	1/27/2016
Correction Enterprises 2012-2017 Strategic Plan, 3rd Year Update - October 2015	Materials	0	Completed	7/5/2016
Lockout/Tagout Procedures for Authorized Employees	Session	1	Completed	2/6/2015
SAF - Forklift Safety Certification	Session	1	Completed	2/6/2015
SAF - Confined Spaces Entry	Session	2	Completed	2/6/2015
SAF - Occupational Noise Exposure - Hearing Conservation (Safety)	Session	2	Completed	2/6/2015
SAF - Fire Drills - Emergency Evacuation	Session	1	Completed	2/6/2015
SAF - Asbestos Awareness	Session	2	Completed	2/6/2015
CE - Correction Enterprises - Machine Guarding	Session	2	Completed	2/6/2015
CE - Correction Enterprises: Hot Work Program	Session	2	Completed	2/6/2015
DAC - Fire Safety (Classroom Only) (In-Service)	Session	1	Completed	2/6/2015
JJ - Bloodborne Pathogens	Session	1	Completed	2/6/2015
SAF - Hazard Communication Program	Session	1	Completed	2/6/2015
SAF - Personal Protective Equipment (PPE)	Session	1	Completed	2/6/2015
DPS - NCVIP Annual Evaluation for Employees	Curriculum	0.37	Completed	1/27/2016
DPS - NCVIP Interim Feedback Review for Employees	Curriculum	0.3	Completed	7/5/2016
DPS - NCVIP Planning for Employees	Curriculum	0.47	Completed	2/6/2016
DPS - Procurement Card Training	Online Class	1	Completed	4/10/2015
DPS - NCVIP Introduction for Employees	Curriculum	0.55	Completed	9/9/2015

Kenneth Lassiter				
TITLE: Director Of Prison	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
Introducing NCVIP	Video	0	Completed	2/13/2015
DPS Safety - Slips, Trips, and Falls	Online Class	1	Completed	2/13/2015
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	2/13/2015
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	2/13/2015
SAF - Workplace Safety and Health Orientation and Hazard Identification Training	Online Class	1	Completed	2/13/2015
Correction Enterprises 2012-2017 Strategic Plan, 2nd Year Update - October 2014	Materials	0	Completed	2/13/2015
NC Learning Center Transcript Quick Reference Guide	Materials	0.08	Completed	3/22/2017
NC Learning Center New User Orientation	Online Class	0.17	Completed	3/22/2017
PREA - Sexual Abuse and Sexual Harassment 101	Online Class	1	Completed	8/22/2014
CE - Correction Enterprises: Hot Work Program	Session	2	Completed	8/21/2014
SAF - Occupational Noise Exposure - Hearing Conservation (Safety)	Session	2	Completed	8/21/2014
SAF - Forklift Safety Certification	Session	1	Completed	8/21/2014
SAF - Confined Spaces Entry	Session	2	Completed	8/21/2014
SAF - Asbestos Awareness	Session	2	Completed	8/21/2014
Lockout/Tagout Procedures for Authorized Employees	Session	1	Completed	8/21/2014
CE - Correction Enterprises - Machine Guarding	Session	2	Completed	8/21/2014
SAF - Fire Drills - Emergency Evacuation	Session	1	Completed	8/20/2014
SAF - Hazard Communication Program	Session	1	Completed	8/20/2014
SAF - Hazard Communication Program	Session	1	Completed	8/1/2014
SOP In-Service - Fire Safety (822 Part III)	Session	1	Completed	7/31/2014
SAF - Personal Protective Equipment (PPE)	Session	1	Completed	7/31/2014

Kenneth Lassiter				
TITLE: Director Of Prison	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
SAF - Spill Prevention Control and Countermeasures	Session	3	Completed	7/31/2014
JJ - Bloodborne Pathogens	Session	1	Completed	7/31/2014
DPS Run- Hide- Fight: Protective Actions for a Shooter in the Workplace Incident	Video	0.17	Completed	2/7/2014
SAF - Hazard Communication GHS Update Training (DPS Safety)	Online Class	1	Completed	12/4/2013
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	9/16/2013
New User Quick Reference Card - NC Learning Center	General	0	Completed	3/22/2017
Manager Quick Reference Card - NC Learning Center	General	0	Completed	3/22/2017
		160.37		

North Carolina Department of Adult Correction

STS History (ST03) Report

Report Date:05/04/2023

Staff/Agent: LKE03 - LASSITER, KENNETH E.

284 matches found. The selection criteria for this report was:
None

Begin Date	Completion Date	Course Number	Course Name	Contact Hours
08/01/2013	08/01/2013	0008309	WOMEN IN CRIMINAL JUSTICE - ONE DAY CONFERENCE	5
07/22/2013	07/22/2013	0011433	AS: FIXED ASSET TRACKING FACILITY END USER	1
07/16/2013	07/16/2013	0011686	PREA: SEXUAL ABUSE AND HARASSMENT 101 (1HR)	1
05/20/2013	05/20/2013	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
05/17/2013	05/17/2013	0009262	FIREARMS SAFETY (501-PART II)	1
05/17/2013	05/17/2013	0010882	SHOTGUN PROFICIENCY TRAINING (501-PART V)	1
05/17/2013	05/17/2013	0009887	CULTURAL DIVERSITY (809 PART III)	3
05/17/2013	05/17/2013	0009826	FIREARMS: M&P.40 DOP HANDGUN REFRESHER/REQUALIFICATION	4
05/17/2013	05/17/2013	0009260	LAW & POLICY CONCERNING USE OF DEADLY FORCE(501-PART I)	1
05/08/2013	05/08/2013	0009408	CRDT PHASE III - ANNUAL INSERVICE TRNG (602-5)	4
05/08/2013	05/08/2013	0009129	CRDT PHASE I - ANNUAL INSERVICE TRNG	4
02/21/2013	02/21/2013	0011696	NCDPS PERSONNEL: HIRING PROCESS (4HRS)	4
12/04/2012	12/05/2012	0011605	NCDPS DIVISION OF ADULT CORRECTION: 2012 MANAGERS MTG	12
09/18/2012	09/18/2012	0011544	SECURITY STAFFING TRAINING	4
09/13/2012	09/13/2012	0010146	PROFESSIONAL ETHICS (TRADITIONAL)	2
09/13/2012	09/13/2012	0008707	UNLAWFUL WORKPLACE HARASSMENT (2 HRS)	2
09/13/2012	09/13/2012	0009466	MONADNOCK BATON REFRESHER LP(4 HRS)	4
09/12/2012	09/12/2012	0009408	CRDT PHASE III - ANNUAL INSERVICE TRNG (602-5)	4
09/12/2012	09/12/2012	0009129	CRDT PHASE I - ANNUAL INSERVICE TRNG	4
09/12/2012	09/12/2012	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
09/11/2012	09/11/2012	0008063	SELF-INJURIOUS BEHAVIOR PREVENTION	1
09/11/2012	09/11/2012	0010516	OCCUPATIONAL EXPOSURE TO INFECTIOUS DISEASES (2 HOURS)	2
09/11/2012	09/11/2012	0011084	SECURITY THREAT GROUPS WITHIN THE NCDP (2010)	2
09/11/2012	09/11/2012	0009891	PRISON EMER OPERATIONS: FIRE SAFETY (822-3)	1
09/11/2012	09/11/2012	0009890	PRISON OPERATIONS (822-2)	2
09/11/2012	09/11/2012	0009030	SAFE SEARCH PRACTICES (816-B)	2
09/10/2012	09/10/2012	0009887	CULTURAL DIVERSITY (809 PART III)	3
08/09/2012	08/09/2012	0011547	EVIDENCE BASED PRACTICES OVERVIEW TRAINING	4
06/14/2012	06/14/2012	0002065	DISCIPLINE AND DISMISSAL PROCEDURES	8
05/29/2012	05/30/2012	0011509	FOOD AND NUTRITION MANAGEMENT TRAINING FOR STAFF	11
05/16/2012	05/16/2012	0010882	SHOTGUN PROFICIENCY TRAINING (501-PART V)	1
05/16/2012	05/16/2012	0009826	FIREARMS: M&P.40 DOP HANDGUN REFRESHER/REQUALIFICATION	4
05/16/2012	05/16/2012	0009260	LAW & POLICY CONCERNING USE OF DEADLY FORCE(501-PART I)	1
05/16/2012	05/16/2012	0009262	FIREARMS SAFETY (501-PART II)	1
12/06/2011	12/07/2011	0011436	NCDP MANAGERS'INSTITUTE - JUSTICE REINVESTMENT ACT	11
12/05/2011	12/05/2011	0011437	JUSTICE REINVESTMENT ACT OF 2011 INTRO.TRAINING FOR DOP	5
09/14/2011	09/15/2011	0007536	CLDP	210
05/13/2011	05/13/2011	0009466	MONADNOCK BATON REFRESHER LP(4 HRS)	4
05/13/2011	05/13/2011	0011084	SECURITY THREAT GROUPS WITHIN THE NCDP (2010)	2
05/12/2011	05/12/2011	0009891	PRISON EMER OPERATIONS: FIRE SAFETY (822-3)	1
05/12/2011	05/12/2011	0009407	CRDT PHASE II - ANNUAL INSERVICE TRNG (602-5)	4
05/12/2011	05/12/2011	0009129	CRDT PHASE I - ANNUAL INSERVICE TRNG	4
05/11/2011	05/11/2011	0009260	LAW & POLICY CONCERNING USE OF DEADLY FORCE(501-PART I)	1
05/11/2011	05/11/2011	0010516	OCCUPATIONAL EXPOSURE TO INFECTIOUS DISEASES (2 HOURS)	2
05/11/2011	05/11/2011	0010882	SHOTGUN PROFICIENCY TRAINING (501-PART V)	1
05/11/2011	05/11/2011	0009826	FIREARMS: M&P.40 DOP HANDGUN REFRESHER/REQUALIFICATION	4
05/11/2011	05/11/2011	0009262	FIREARMS SAFETY (501-PART II)	1
05/10/2011	05/10/2011	0009030	SAFE SEARCH PRACTICES (816-B)	2
05/10/2011	05/10/2011	0009890	PRISON OPERATIONS (822-2)	2
05/10/2011	05/10/2011	0011113	STAFF & OFFENDER RELATIONS FOR DOC STAFF (2010)	2
05/10/2011	05/10/2011	0010146	PROFESSIONAL ETHICS (TRADITIONAL)	2

North Carolina Department of Adult Correction

STS History (ST03) Report

Report Date:05/04/2023

Staff/Agent: LKE03 - LASSITER, KENNETH E.

Begin Date	Completion Date	Course Number	Course Name	Contact Hours
05/09/2011	05/09/2011	0000017	REPORT WRITING (807)	4
05/09/2011	05/09/2011	0008707	UNLAWFUL WORKPLACE HARASSMENT (2 HRS)	2
03/24/2011	03/25/2011	0011263	NCCA: OVERCOMING ADVERSITY DURING CHALLENGING TIMES	12
02/15/2011	02/15/2011	0008108	HEALTHCARE PROVIDER CPR (8 HOURS)	8
11/06/2010	11/06/2010	0011152	SECURITY AWARENESS TRAINING (LMS)	1
08/15/2010	08/20/2010	0010988	SUPERVISORY: ENHANCING SKILLS FOR PEAK PERFORMANCE	48
05/25/2010	05/25/2010	0011027	INMATE PUBLICATION REVIEW (2010 ONLINE VER. 1 HOUR)	1
04/29/2010	04/29/2010	0002065	DISCIPLINE AND DISMISSAL PROCEDURES	8
04/28/2010	04/28/2010	0009257	MEDIATION TRAINING-MANAGEMENT/AGENCY REPRESENTATIVES	8
02/10/2010	02/10/2010	0009260	LAW & POLICY CONCERNING USE OF DEADLY FORCE(501-PART I)	1
02/10/2010	02/10/2010	0010882	SHOTGUN PROFICIENCY TRAINING (501-PART V)	1
02/10/2010	02/10/2010	0009886	RIFLE PROFICIENCY TRAINING (501 PART IV)	1
02/10/2010	02/10/2010	0009826	FIREARMS: M&P.40 DOP HANDGUN REFRESHER/REQUALIFICATION	4
02/10/2010	02/10/2010	0009262	FIREARMS SAFETY (501-PART II)	1
02/10/2010	02/10/2010	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
02/09/2010	02/09/2010	0009890	PRISON OPERATIONS (822-2)	2
02/09/2010	02/09/2010	0010146	PROFESSIONAL ETHICS (TRADITIONAL)	2
02/09/2010	02/09/2010	0010516	OCCUPATIONAL EXPOSURE TO INFECTIOUS DISEASES (2 HOURS)	2
02/09/2010	02/09/2010	0009891	PRISON EMER OPERATIONS: FIRE SAFETY (822-3)	1
02/05/2010	02/05/2010	0009466	MONADNOCK BATON REFRESHER LP(4 HRS)	4
02/03/2010	02/03/2010	0008707	UNLAWFUL WORKPLACE HARASSMENT (2 HRS)	2
02/03/2010	02/03/2010	0009030	SAFE SEARCH PRACTICES (816-B)	2
02/03/2010	02/03/2010	0008063	SELF-INJURIOUS BEHAVIOR PREVENTION	1
02/03/2010	02/03/2010	0007912	DOC STAFF/OFFENDER RELATIONSHIPS:MAIN PROF BOUNDARIES	2
12/17/2009	12/17/2009	0010936	NC EMPLOYEE GIFT BAN	1
10/16/2009	10/16/2009	0010941	NABCI WORKSHOP	4
08/26/2009	08/26/2009	0009812	WOMEN WORKING IN CORRECTIONS	6
06/05/2009	06/05/2009	0003271	NCCA REGIONAL CONF (5HRS)	5
12/18/2008	12/18/2008	0007657	DISTRACTION DEVICE INSTRUCTOR	8
12/17/2008	12/17/2008	0007629	CHEMICAL MUNITIONS INSTRUCTOR CERTIFICATION	16
12/16/2008	12/16/2008	0007628	SPECIALITY IMPACT MUNITIONS INSTRUCTOR	8
12/15/2008	12/15/2008	0007312	OC AEROSOL PROJECTORS TRAIN THE TRAINER	8
11/19/2008	11/19/2008	0010777	NCCA ANNUAL TRAINING CONFERENCE	18
11/05/2008	11/05/2008	0010773	PERFORMANCE UNDER IMMINENT THREAT CONDITIONS(2HRS)	2
10/30/2008	10/30/2008	0009408	CRDT PHASE III - ANNUAL INSERVICE TRNG (602-5)	4
10/30/2008	10/30/2008	0009030	SAFE SEARCH PRACTICES (816-B)	2
10/30/2008	10/30/2008	0009129	CRDT PHASE I - ANNUAL INSERVICE TRNG	4
10/29/2008	10/29/2008	0009466	MONADNOCK BATON REFRESHER LP(4 HRS)	4
10/29/2008	10/29/2008	0010146	PROFESSIONAL ETHICS (TRADITIONAL)	2
10/29/2008	10/29/2008	0010516	OCCUPATIONAL EXPOSURE TO INFECTIOUS DISEASES (2 HOURS)	2
10/29/2008	10/29/2008	0009891	PRISON EMER OPERATIONS: FIRE SAFETY (822-3)	1
10/29/2008	10/29/2008	0008063	SELF-INJURIOUS BEHAVIOR PREVENTION	1
10/28/2008	10/28/2008	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
10/28/2008	10/28/2008	0009826	FIREARMS: M&P.40 DOP HANDGUN REFRESHER/REQUALIFICATION	4
10/28/2008	10/28/2008	0009886	RIFLE PROFICIENCY TRAINING (501 PART IV)	1
10/28/2008	10/28/2008	0009265	SHOTGUN PROFICIENCY TRAINING (501-PART V)	2
10/28/2008	10/28/2008	0009262	FIREARMS SAFETY (501-PART II)	1
10/28/2008	10/28/2008	0009260	LAW & POLICY CONCERNING USE OF DEADLY FORCE(501-PART I)	1
10/27/2008	10/27/2008	0008707	UNLAWFUL WORKPLACE HARASSMENT (2 HRS)	2
10/27/2008	10/27/2008	0009889	PRISON EMER OPERATIONS: HOSTAGE (822 PART I)	2
10/27/2008	10/27/2008	0007912	DOC STAFF/OFFENDER RELATIONSHIPS:MAIN PROF BOUNDARIES	2
10/27/2008	10/27/2008	0000016	OBSERVATION & SUPERVISION OF INMATES (813)	4
08/22/2008	08/22/2008	0010719	BEING FIT IN CORRECTIONS: MIND, BODY AND SPIRIT	8
04/22/2008	04/22/2008	0010334	MONADNOCK EXPANDABLE BATON INSTRUCTOR UPDATE(3HRS)	3

North Carolina Department of Adult Correction

STS History (ST03) Report

Report Date:05/04/2023

Staff/Agent: LKE03 - LASSITER, KENNETH E.

Begin Date	Completion Date	Course Number	Course Name	Contact Hours
01/30/2008	01/31/2008	0010302	HIGH SECURITY MAXIMUM CONTROL/DIRECTOR'S CLASSIFICATION	4
12/12/2007	12/12/2007	0009675	NC ETHICS LAW FOR DESIGNATED EMPLOYEES	2
11/26/2007	11/26/2007	0009262	FIREARMS SAFETY (501-PART II)	1
11/26/2007	11/26/2007	0009886	RIFLE PROFICIENCY TRAINING (501 PART IV)	1
11/26/2007	11/26/2007	0009826	FIREARMS: M&P.40 DOP HANDGUN REFRESHER/REQUALIFICATION	4
11/26/2007	11/26/2007	0009265	SHOTGUN PROFICIENCY TRAINING (501-PART V)	2
11/26/2007	11/26/2007	0009260	LAW & POLICY CONCERNING USE OF DEADLY FORCE(501-PART I)	1
10/09/2007	10/10/2007	0009216	SAFETY REPRESENTATIVE ORIENTATION TRAINING PROGRAM	10
09/12/2007	09/12/2007	0009129	CRDT PHASE I - ANNUAL INSERVICE TRNG	4
09/12/2007	09/12/2007	0009407	CRDT PHASE II - ANNUAL INSERVICE TRNG (602-5)	4
09/04/2007	09/04/2007	0009494	IS-700 FEMA/NATIONAL INCIDENT MANAGEMENT SYSTEM	3
08/24/2007	08/24/2007	0009989	NORTH PIEDMONT REGION WORKSHOP	7
08/17/2007	08/17/2007	0009951	NCCA CENTRAL REGION WORKSHOP	6
08/07/2007	08/07/2007	0009493	IS-200 FEMA/ICS FOR SINGLE RESOURCES & INITIAL ACTION	3
08/07/2007	08/07/2007	0009492	IS-100 FEMA/INTRO TO THE INCIDENT COMMAND SYSTEM	3
06/13/2007	06/13/2007	0009771	ANALYZING INMATE PHONE RECORDS	4
06/06/2007	06/06/2007	0009758	PREA:PRISON RAPE ELIMINATION ACT(PREA) - 1HR CLASSROOM	1
04/23/2007	04/25/2007	0009806	NC DOC CTG/STG INTELLIGENCE OFFICERS CONFERENCE	20
04/12/2007	04/12/2007	0009812	WOMEN WORKING IN CORRECTIONS	6
02/08/2007	02/09/2007	0008505	NCCA TRAINING RETREAT	8
12/13/2006	12/14/2006	0007629	CHEMICAL MUNITIONS INSTRUCTOR CERTIFICATION	16
12/12/2006	12/12/2006	0007628	SPECIALITY IMPACT MUNITIONS INSTRUCTOR	8
12/11/2006	12/11/2006	0007312	OC AEROSOL PROJECTORS TRAIN THE TRAINER	8
11/07/2006	11/07/2006	0008063	SELF-INJURIOUS BEHAVIOR PREVENTION	1
10/20/2006	10/20/2006	0009194	NCCA: NORTH PIEDMONT REGION WORKSHOP	5
10/17/2006	10/19/2006	0009470	M&P.40 HANDGUN INSTRUCTOR TRANSITION (28 HOURS)	28
08/08/2006	09/06/2006	0009083	12 HOUR INITIAL CRDT PROGRAM FOR DOC STAFF	12
08/08/2006	08/08/2006	0008063	SELF-INJURIOUS BEHAVIOR PREVENTION	1
08/08/2006	08/08/2006	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
08/08/2006	08/08/2006	0006137	BLOODBORNE PATHOGENS TRAINING - DOP	2
08/08/2006	08/08/2006	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
06/02/2006	06/02/2006	0006828	SOUTHEASTERN REGION WORKSHOP (7HRS)	7
05/18/2006	05/18/2006	0009428	ACA (EXPLORING NEW HORIZONS)	7
04/17/2006	04/18/2006	0009429	COMMUNITY/SECURITY THREAT GROUP OFFICERS CONFERENCE	8
02/22/2006	02/24/2006	0000244	EEO INSTITUTE TRNG	24
02/16/2006	02/17/2006	0009273	NCCA ANNUAL TRAINING RETREAT: STRATEGIES FOR LIVING	6
10/24/2005	10/24/2005	0008910	COMMAND & CONTROL FOR INITIAL COMMANDERS	8
08/06/2005	08/11/2005	0009096	135TH CONGRESS OF CORRECTION	16
06/02/2005	06/02/2005	0008927	FIREARMS INSTRUCTOR UPDATE	6
03/07/2005	03/07/2005	0005612	AHA HEARTSAVER ADULT CPR WITH AED (4 HRS.)	4
03/07/2005	03/07/2005	0005147	DOP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
02/17/2005	02/18/2005	0008505	NCCA TRAINING RETREAT	8
10/18/2004	10/20/2004	0008800	GANGS ACROSS THE CAROLINAS CONFERENCE	14
08/17/2004	08/17/2004	0005612	AHA HEARTSAVER ADULT CPR WITH AED (4 HRS.)	4
08/16/2004	08/16/2004	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
08/16/2004	08/16/2004	0007896	NC DOC HAZARD COMMUNICATION PROGRAM	1
08/16/2004	08/16/2004	0007408	FIREARMS: DOP REQUALIFICATION COURSE	8
08/16/2004	08/16/2004	0007752	FIREARMS: REVOLVER PROFICIENCY 501-III SPEEDLOADERS	3
08/16/2004	08/16/2004	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
02/05/2004	02/06/2004	0008505	NCCA TRAINING RETREAT	8
01/05/2004	01/05/2004	0006137	BLOODBORNE PATHOGENS TRAINING - DOP	2
11/19/2003	11/21/2003	0007894	NCCA SOUTHEASTERN REGION ONE DAY WORKSHOP	6
10/13/2003	10/17/2003	0008440	CSTP: ADVISOR CLASSROOM	35
10/09/2003	10/09/2003	0007022	EMPLOYMENT INTERVIEWING	4

North Carolina Department of Adult Correction

STS History (ST03) Report

Report Date:05/04/2023

Staff/Agent: LKE03 - LASSITER, KENNETH E.

Begin Date	Completion Date	Course Number	Course Name	Contact Hours
09/03/2003	09/03/2003	0007021	12 HOUR SHIFT TIME SHEET REPORTING PILOT PROJECT	8
07/23/2003	07/23/2003	0007198	NIC VIDEO CONFERENCE	3
03/21/2003	03/21/2003	0007776	PERT: RECOGNIZING STRESS AND STRESS TYPES	6
03/14/2003	03/14/2003	0008232	DISTRACTION DEVICE INSTRUCTOR (4 HOURS)	4
03/14/2003	03/14/2003	0008231	SPECIALTY IMPACT INSTRUCTOR	4
03/13/2003	03/13/2003	0008230	CHEMICAL MUNITIONS INSTRUCTOR (4 HOURS)	4
03/13/2003	03/13/2003	0008229	OC MASTER TRAINING (4 HOURS)	4
02/06/2003	02/07/2003	0008013	NCCA STEERING COMMITTEE (4 HRS)	4
12/02/2002	12/02/2002	0008063	SELF-INJURIOUS BEHAVIOR PREVENTION	1
11/21/2002	11/21/2002	0007894	NCCA SOUTHEASTERN REGION ONE DAY WORKSHOP	6
10/18/2002	10/18/2002	0007912	DOC STAFF/OFFENDER RELATIONSHIPS:MAIN PROF BOUNDARIES	2
06/20/2002	06/20/2002	0003266	NCCA STRIVING FOR EXCELLENCE DURING STRUGGLING TIMES	4
05/30/2002	05/30/2002	0008042	LESS THAN LETHAL DEFENSIVE TACTICS WORKSHOP	3
05/29/2002	05/29/2002	0007022	EMPLOYMENT INTERVIEWING	4
03/22/2002	03/23/2002	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
03/22/2002	03/23/2002	0006641	ASBESTOS AWARENESS TRAINING (2 HRS)	2
03/22/2002	03/23/2002	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
02/12/2002	02/13/2002	0008013	NCCA STEERING COMMITTEE (4 HRS)	4
01/11/2002	01/11/2002	0007616	MONADNOCK PR-24 BATON TRAINING FOR PERT(12HRS)	12
01/07/2002	01/07/2002	0006137	BLOODBORNE PATHOGENS TRAINING - DOP	2
01/07/2002	01/07/2002	0005616	CPR & BASIC FIRST AID (6 HOURS)	6
11/14/2001	11/16/2001	0007894	NCCA SOUTHEASTERN REGION ONE DAY WORKSHOP	6
06/20/2001	06/20/2001	0007725	NCCA WORKSHOP (NE REGION)	5
06/19/2001	06/19/2001	0007495	OVS DOP RESPONSE TO VICTIMS OF CRIME	3
05/04/2001	05/04/2001	0007616	MONADNOCK PR-24 BATON TRAINING FOR PERT(12HRS)	12
04/20/2001	04/20/2001	0005531	COMMANDER'S TIME (8 HOURS)	8
02/27/2001	02/28/2001	0007311	SPECIALTY IMPACT MUNITIONS INSTRUCTOR TRAINING	8
02/27/2001	02/28/2001	0007310	CHEMICAL MUNITIONS INSTRUCTOR TRAINING	16
01/30/2001	01/30/2001	0004027	CPR & BASIC FIRST AID (8 HOURS)	8
01/11/2001	01/11/2001	0005616	CPR & BASIC FIRST AID (6 HOURS)	6
01/11/2001	01/11/2001	0006137	BLOODBORNE PATHOGENS TRAINING - DOP	2
12/15/2000	12/15/2000	0007036	UNLAWFUL WORKPLACE HARASSMENT (4 HRS)	4
09/08/2000	09/08/2000	0005531	COMMANDER'S TIME (8 HOURS)	8
08/25/2000	08/25/2000	0005531	COMMANDER'S TIME (8 HOURS)	8
07/14/2000	07/14/2000	0007237	ORIENT. TO UNLAWFUL WORKPLACE HARASSMENT POLICY FOR DOC	1
05/03/2000	05/03/2000	0005253	FIREARMS:SITUATIONAL DECISION MAKING 501-B	8
05/03/2000	05/03/2000	0005252	FIREARMS: LOW/LIMITED LIGHT REVOLVER 501-A	2
05/03/2000	05/03/2000	0005251	FIREARMS: REVOLVER PROFICIENCY 501-III SPEEDLOADERS	3
05/03/2000	05/03/2000	0005236	FIREARMS: DOP REQUALIFICATION COURSE	8
04/14/2000	04/14/2000	0002165	ROPES CHALLENGE COURSE	6
02/04/2000	02/04/2000	0005616	CPR & BASIC FIRST AID (6 HOURS)	6
02/04/2000	02/04/2000	0006137	BLOODBORNE PATHOGENS TRAINING - DOP	2
10/31/1999	11/05/1999	0005609	MONADNOCK STRAIGHT BATON INSTRUCTOR TRAINING	32
08/27/1999	08/27/1999	0005531	COMMANDER'S TIME (8 HOURS)	8
07/16/1999	07/16/1999	0005183	MONADNOCK PR-24 BATON TECHNIQUES	12
06/18/1999	06/18/1999	0005531	COMMANDER'S TIME (8 HOURS)	8
06/04/1999	06/04/1999	0001266	SCOTT AIR PACK IIA: IN SERVICE	8
05/07/1999	05/07/1999	0005253	FIREARMS:SITUATIONAL DECISION MAKING 501-B	8
04/23/1999	04/23/1999	0005531	COMMANDER'S TIME (8 HOURS)	8
04/20/1999	04/22/1999	0006750	SPANISH FOR CRIMINAL JUSTICE PRACTITIONERS	24
04/07/1999	04/07/1999	0000299	THE APPRAISAL PROCESS (TAP) - REFRESHER	4
03/12/1999	03/12/1999	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
03/12/1999	03/12/1999	0001281	OC PEPPER SPRAY ANNUAL: DOP 869	2
02/17/1999	02/17/1999	0005531	COMMANDER'S TIME (8 HOURS)	8

North Carolina Department of Adult Correction

STS History (ST03) Report

Report Date:05/04/2023

Staff/Agent: LKE03 - LASSITER, KENNETH E.

Begin Date	Completion Date	Course Number	Course Name	Contact Hours
02/16/1999	02/16/1999	0005531	COMMANDER'S TIME (8 HOURS)	8
02/05/1999	02/05/1999	0005616	CPR & BASIC FIRST AID (6 HOURS)	6
11/20/1998	11/20/1998	0005253	FIREARMS:SITUATIONAL DECISION MAKING 501-B	8
06/26/1998	06/26/1998	0005531	COMMANDER'S TIME (8 HOURS)	8
05/08/1998	05/08/1998	0005236	FIREARMS: DOP REQUALIFICATION COURSE	8
03/23/1998	03/24/1998	0005183	MONADNOCK PR-24 BATON TECHNIQUES	12
03/17/1998	03/17/1998	0000899	EMPLOYMENT INTERVIEWING	2
03/17/1998	03/17/1998	0000898	LEGAL ASPECTS OF INTERVIEWING	1
01/08/1998	01/08/1998	0005616	CPR & BASIC FIRST AID (6 HOURS)	6
06/30/1997	06/30/1997	0001266	SCOTT AIR PACK IIA: IN SERVICE	8
06/17/1997	06/17/1997	0005482	INKED FINGERPRINT TRAINING	3
05/07/1997	05/07/1997	0005252	FIREARMS: LOW/LIMITED LIGHT REVOLVER 501-A	2
05/07/1997	05/07/1997	0005236	FIREARMS: DOP REQUALIFICATION COURSE	8
04/28/1997	05/01/1997	0003357	INTERPERSONAL COMMUNICATION SKILLS	18
03/10/1997	03/21/1997	0000918	UNARMED SELF-DEFENSE INSTRUCTOR TRAINING	80
02/10/1997	02/10/1997	0002895	PROMOTIONAL EXAM: LT PASS 5 YEARS	5
01/21/1997	01/22/1997	0003252	PROMOTIONAL EXAM REVIEW	16
01/06/1997	01/06/1997	0004027	CPR & BASIC FIRST AID (8 HOURS)	8
05/20/1996	05/21/1996	0002958	OPUS: INMATE CLASSIFICATION COURSE	16
05/10/1996	05/10/1996	0005253	FIREARMS:SITUATIONAL DECISION MAKING 501-B	8
05/08/1996	05/08/1996	0005236	FIREARMS: DOP REQUALIFICATION COURSE	8
05/08/1996	05/08/1996	0005252	FIREARMS: LOW/LIMITED LIGHT REVOLVER 501-A	2
05/08/1996	05/08/1996	0005251	FIREARMS: REVOLVER PROFICIENCY 501-III SPEEDLOADERS	3
04/12/1996	04/12/1996	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
03/28/1996	03/29/1996	0002959	OPUS: OFFICER IN CHARGE	16
02/23/1996	02/24/1996	0000987	THE APPRAISAL PROCESS (TAP)	12
01/11/1996	01/11/1996	0004027	CPR & BASIC FIRST AID (8 HOURS)	8
11/03/1995	11/03/1995	0005147	DOP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
06/15/1995	06/15/1995	0005252	FIREARMS: LOW/LIMITED LIGHT REVOLVER 501-A	2
05/26/1995	05/26/1995	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
05/12/1995	05/12/1995	0004486	BLOODBORNE PATHOGENS TRNG PROGRAM: DOP	3
04/17/1995	04/28/1995	0000924	FIREARMS INSTRUCTOR TRNG	80
04/16/1995	04/16/1995	0001013	SPECIFIC INSTRUCTOR ORIENTATION	2
03/13/1995	03/24/1995	0001022	GENERAL INSTRUCTOR TRAINING (80 HRS.)	80
03/02/1995	03/02/1995	0000913	GENERAL INSTRUCTOR TRAINING ORIENTATION (2 HRS)	2
01/11/1995	01/11/1995	0004027	CPR & BASIC FIRST AID (8 HOURS)	8
11/10/1994	11/10/1994	0005155	DAPP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
09/19/1994	09/19/1994	0005236	FIREARMS: DOP REQUALIFICATION COURSE	8
08/19/1994	08/19/1994	0001265	OC PEPPER SPRAY INITIAL: DOP	4
06/29/1994	06/29/1994	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
04/29/1994	04/29/1994	0005322	SEXUAL HARASSMENT IN THE WORKPLACE	4
04/19/1994	04/19/1994	0001268	PERT	8
03/09/1994	03/09/1994	0004027	CPR & BASIC FIRST AID (8 HOURS)	8
02/07/1994	02/07/1994	0001268	PERT	8
11/18/1993	11/18/1993	0005147	DOP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
11/15/1993	11/17/1993	0001268	PERT	8
09/15/1993	09/15/1993	0005236	FIREARMS: DOP REQUALIFICATION COURSE	8
08/06/1993	08/06/1993	0002165	ROPES CHALLENGE COURSE	6
06/30/1993	06/30/1993	0001268	PERT	8
06/25/1993	06/25/1993	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
05/24/1993	05/24/1993	0000651	SAS/DBS INTRO TO INVENTORY	8
05/20/1993	05/20/1993	0000545	BASIC SUBSTANCE ABUSE AWARENESS IN THE WORKPLACE	8
03/22/1993	03/22/1993	0000582	OFFICE SAFETY (COMP WORK STATION, GEN OFFICE EMER SIT	2
02/01/1993	02/01/1993	0004027	CPR & BASIC FIRST AID (8 HOURS)	8

North Carolina Department of Adult Correction

STS History (ST03) Report

Report Date:05/04/2023

Staff/Agent: LKE03 - LASSITER, KENNETH E.

Begin Date	Completion Date	Course Number	Course Name	Contact Hours
10/27/1992	10/27/1992	0005147	DOP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
09/16/1992	09/16/1992	0005236	FIREARMS: DOP REQUALIFICATION COURSE	8
08/30/1992	08/31/1992	0001268	PERT	8
07/10/1992	07/10/1992	0000239	EMPLOYEE ASSISTANCE PROGRAM PHASE II	1
06/01/1992	06/01/1992	0002894	PROMOTIONAL EXAM: SGT PASS 5 YEARS	5
05/06/1992	05/13/1992	0003252	PROMOTIONAL EXAM REVIEW	16
05/01/1992	05/01/1992	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
01/24/1992	01/24/1992	0004027	CPR & BASIC FIRST AID (8 HOURS)	8
11/22/1991	11/22/1991	0005147	DOP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
09/09/1991	09/09/1991	0005236	FIREARMS: DOP REQUALIFICATION COURSE	8
04/23/1991	04/24/1991	0000200	REPORT WRITING	4
02/06/1991	02/06/1991	0005147	DOP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
10/17/1990	10/17/1990	0005236	FIREARMS: DOP REQUALIFICATION COURSE	8
09/27/1990	09/27/1990	0004027	CPR & BASIC FIRST AID (8 HOURS)	8
09/11/1989	10/06/1989	0000027	CORRECTIONAL OFFICER BASIC TRAINING	160
09/07/1989	09/07/1989	0003640	SUICIDE PREVENTION TRNG	2
08/14/1989	08/19/1989	0000001	ORIENTATION TRNG FOR NEW EMPLOYEES	8
Total Contact Hours Matching Filter Criteria				2143

CORNERSTONE LMS TRANSCRIPT

Name: Barney Owens

ORG UNIT PS ACJJ OPS PRI EST MED Pamlico

Date Criteria Type: Training End Date - Session and External training will be filtered using end date. For all other training types, completion date will be used

Start Date:

End Date: 5/4/2023

Training Type: Cohort, Curriculum, External Training, Library, Material, Online Class, Posting, Quick Course, Session, Test, Online Content

Training Title:

Subject(s):

Archived Training Include: Yes

Completed Training Only: Yes, Show all historical instances of completion if the user has completed more than one instance

Report Generated By: Johnnie McCullers

Report Date: 5/4/2023

Barney Owens				
TITLE: Correctional Administrator III	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
How Unconscious Bias Affects Your Work, Whether You Know It or Not	Online Class	0.1	Completed	9/18/2021
Model Bias-Interrupting Behaviors	Online Class	0.1	Completed	9/18/2021
Interrupt Your Bias in the Moment	Online Class	0.1	Completed	9/30/2021
Build Structures to Combat Bias	Online Class	0.1	Completed	9/30/2021
Know When You're Acting Biased	Online Class	0.13	Completed	9/30/2021
Break the Everyday Habit of Bias	Online Class	0.07	Completed	9/30/2021
When You Should Be Aware of Unconscious Bias	Online Class	0.12	Completed	9/30/2021

Barney Owens				
TITLE: Correctional Administrator III	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
How to Talk About Bias	Online Class	0.08	Completed	9/30/2021
Can You Change Bias?	Online Class	0.08	Completed	9/30/2021
Why Everyone Has Unconscious Bias	Online Class	0.1	Completed	9/30/2021
Slow Down Your Thinking to Avoid Unconscious Bias	Online Class	0.15	Completed	9/30/2021
Why It's Hard to Talk About Bias -- and Why You Should	Online Class	0.1	Completed	9/30/2021
What Unconscious Bias Looks Like at Work	Online Class	0.1	Completed	9/30/2021
The Power of Uncovering Your Unconscious Bias	Online Class	0.1	Completed	9/30/2021
Requirements for COVID-19 Testing and Face Coverings as an Alternative to Proof of Full Vaccination	Policy	0.08	Completed	9/30/2021
Cyber Security: 2021 Social Engineering Red Flags	Online Class	0.17	Completed	8/13/2021
PREA - Understanding the LGBTI Offender	Curriculum	2	Completed	8/4/2021
SOP - Reasonable Accommodations for Inmates with Disabilities in Accordance with the ADA for Prisons Employees (Online) (In-Service)	Online Class	1	Completed	8/13/2021
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	7/7/2021
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	7/1/2021
Mandatory State Employees Computer Asset Compliance Checklist 2021	Materials	0.08	Completed	7/1/2021
DPS HR - Advancing Goals Job Aid	Materials	0	Completed	8/2/2021
Cyber Security: Insider Threats For End Users	Online Class	0.17	Completed	6/17/2021
SOP - American Correctional Association Accreditation Audit Training	Session	11	Completed	3/25/2021
Cyber Security: Security Beyond the Office	Online Class	0.17	Completed	4/8/2021

Barney Owens				
TITLE: Correctional Administrator III	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
DPS HR - The Appraisal Process (TAP)	Session	9	Completed	1/1/2016
SOP - 340B Drug Pricing Program (Administration Education)	Online Class	1	Completed	3/12/2021
SOP - Hazardous Drugs (Annual Compliance)	Online Class	1	Completed	2/25/2021
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	2/25/2021
Cyber Security: 2021 Security Awareness Training	Online Class	0.25	Completed	2/5/2021
NC Learning Center New User Orientation	Online Class	0.17	Completed (Equivalent)	4/25/2015
Grievance Overview (OSHR)	Online Class	0.25	Completed (Equivalent)	8/6/2014
PREA - Sexual Abuse and Sexual Harassment 101	Online Class	1	Completed	12/15/2020
Cyber Security: Password Security	Online Class	0.13	Completed	12/4/2020
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	12/4/2020
North Carolina State Government's Safe Practices for the Pandemic Worksite Training	Online Class	1	Completed	11/5/2020
DPS HR - EEO/DF Supervisor Refresher Training	Online Class	1	Completed	10/13/2020
Cyber Security: Mobile Device Security	Online Class	0.17	Completed	10/6/2020
DPS HR - Introduction to Employee Grievance & Mediation: Exploring Options for Resolution of Grievance	Session	7	Completed	10/8/2020
Cyber Security: Who is the Human Firewall	Online Class	0.17	Completed	9/1/2020
Mandatory State Employees Computer Asset Compliance Checklist	Materials	0.25	Completed	9/1/2020
SOP - Reasonable Accommodations for Inmates with Disabilities in Accordance with the ADA for Prisons Employees (Online) (In- Service)	Online Class	1	Completed	9/1/2020

Barney Owens				
TITLE: Correctional Administrator III	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
DPS - Social Media Policy	Materials	0	Completed	8/31/2020
Cyber Security: Social Media - Staying Secure in a Connected World	Online Class	0.17	Completed	6/23/2020
SOP - COVID-19 Training for DPS Staff	Online Class	0.5	Completed	5/28/2020
SOP - Hand Held Radio Communication	Online Class	1	Completed	5/28/2020
SOP - Donning & Doffing PPE	Online Class	0.5	Completed	4/6/2020
Cyber Security: Ransomware	Online Class	0.25	Completed	4/6/2020
Cyber Security: Social Engineering Red Flags	Online Class	0.25	Completed	3/5/2020
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	1/3/2020
DPS IT: Laptop and Mobile Device	Materials	0.5	Completed (Equivalent)	6/4/2019
DPS IT: Acceptable Use Policies	Curriculum	2	Completed	11/26/2019
Cyber Security: Insider-Threat	Online Class	0.03	Completed	11/20/2019
SOP - Hazardous Drugs (Annual Compliance)	Online Class	1	Completed	10/24/2019
EXT - PREA: Management of Transgender Offenders Conference for DAC Prisons	Session	16	Completed	8/20/2019
Equal Employment Opportunity and Diversity Fundamentals (EEO/DF)_V2	Curriculum	13	Completed (Equivalent)	9/13/2000
Cyber Security: Understanding and Protecting PII	Online Class	0.25	Completed	10/24/2019
OSDT In-Service - Concealed Carry Handgun (Classroom)	Session	6	Completed	1/8/2019
SOP - Reasonable Accommodations for Inmates with Disabilities in Accordance with the ADA for Prisons Employees (Online) (In-Service)	Online Class	1	Completed	7/5/2019
DPS - Social Media Policy	Materials	0	Completed	7/5/2019
Cyber Security: How to be a Human Firewall	Online Class	0.25	Completed	7/5/2019
MS200 Manager Self-Service (MSS) Online	Online Class	0	Completed	6/19/2019
ES200 Employee Self-Service Online	Online Class	0	Completed	6/19/2019

Barney Owens				
TITLE: Correctional Administrator III	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
DPS IT: Laptop and Mobile Device	Materials	0.5	Completed	6/4/2019
DPS IT: Acceptable Use Policies	Curriculum	2	Completed	6/4/2019
EXT - Leadership Development Workshop (2019)	Session	16	Completed	2/19/2019
SOP - Prisons Leaders Orientation	Session	30	Completed	4/25/2019
Cyber Security: Phishing Fundamentals	Online Class	0.2	Completed	6/4/2019
SOP - Nasal NARCAN Training for Correctional Officers	Online Class	0.5	Completed	6/5/2019
Cyber Security: Your Role - Internet Security and You	Online Class	0.25	Completed	3/8/2019
SAF - Safety Representative - Program A	Session	7	Completed	11/1/2018
PREA - Sexual Abuse and Sexual Harassment 101	Online Class	1	Completed	6/4/2019
Security Mentor - Information Protection	Online Class	0.2	Completed	12/4/2018
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	12/4/2018
DPS - Social Media Policy	Materials	0	Completed	10/24/2018
SOP In-Service Firearms - 501 Part I - Law & Policy Concerning Use Of Deadly Force	Session	0.75	Completed	4/25/2018
SOP In-Service Firearms - 501 Part II - Firearms Safety	Session	1	Completed	4/25/2018
OSDT In-Service - Controls, Restraints and Defensive Techniques (CRDT) Phase VI - Advanced Techniques	Session	2	Completed	4/26/2018
OSDT In-Service - Controls, Restraints and Defensive Techniques (CRDT) Phase I - Annual Refresher Training	Session	6	Completed	4/26/2018
SOP In-Service Firearms - 501 Part V - Shotgun Proficiency Training	Session	2	Completed	4/26/2018
SOP In-Service Firearms - 501 Part III - Handgun Proficiency/Requalification Training	Session	3	Completed	4/26/2018

Barney Owens				
TITLE: Correctional Administrator III	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
Security Mentor - Internet Of Things (IoT): Here, There and Everywhere	Online Class	0.25	Completed	10/24/2018
Security Mentor - Cloud Security - Computing in the Cloud!	Online Class	0.25	Completed	9/10/2018
SOP In-Service Firearms - 501 Part II - Firearms Safety	Session	1	Completed	6/28/2018
SOP - Less Lethal Impact Munitions & 40MM Platform	Session	6	Completed	6/28/2018
SOP - Reasonable Accommodations for Inmates with Disabilities in Accordance with the ADA for Prisons Employees (Online) (In-Service)	Online Class	1	Completed	6/4/2019
DPS IT: Laptop and Mobile Device	Materials	0.5	Completed	6/22/2018
DPS IT: Acceptable Use Policies	Curriculum	1.5	Completed	6/7/2018
Security Mentor - Working Remotely	Online Class	0.2	Completed	6/7/2018
ACJJ - CPR American Heart Association (AHA) Heartsaver Adult CPR With AED (4 hours)	Session	4	Completed	4/26/2018
SOP - Facility Security Staffing Training	Session	8	Completed	3/28/2018
Security Mentor - Insider Threat	Online Class	0.2	Completed	5/10/2018
Preventing Workplace Harassment v2	Online Class	0.32	Completed	5/10/2018
Security Mentor - Social Engineering Lesson	Online Class	0.25	Completed	2/6/2018
DPS HR - Social Media, Interpersonal Communication & Relationships with Staff	Online Class	1	Completed	2/6/2018
Adverse Weather Policy: Plan, Educate, Communicate	Online Class	0.17	Completed	2/6/2018
OSHR Safety - Adverse Weather: Plan, Educate, Communicate	Materials	0.2	Completed	12/22/2017
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	12/8/2017
Security Mentor - Office Security	Online Class	0.17	Completed	12/1/2017

Barney Owens				
TITLE: Correctional Administrator III	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	12/8/2017
SOP - Procedures for Pat/Frisk Searches	Online Class	1	Completed	10/3/2017
Security Mentor - Public Wifi	Online Class	0.17	Completed	10/3/2017
Security Mentor - Mobile Security	Online Class	0.17	Completed	8/10/2017
SOP - Offender Disciplinary Policy Update/Revision 2017	Online Class	2	Completed	7/10/2017
SOP - Reasonable Accommodations for Inmates with Disabilities in Accordance with the ADA for Prisons Employees (Online) (In-Service)	Online Class	1	Completed	7/10/2017
SOP - Concealed Carry for Certified Staff (Online) (In-Service)	Online Class	1	Completed	5/10/2018
PREA: Sexual Abuse and Sexual Harassment (SAH) 101 (Classroom) (In-Service)	Session	1	Completed	5/16/2017
OSDT In-Service - Unlawful Workplace Harassment (UWPH) - Refresher Course for DPS Staff	Session	4	Completed	5/16/2017
SOP In-Service - Suicide Prevention - Self-Injurious Behavior	Session	1	Completed	5/16/2017
SOP - Introduction To Contraband	Session	2	Completed	5/16/2017
OSDT - Staff & Offender Relations - Maintaining Professional Boundaries (Participants) (In-Service)	Session	2	Completed	5/16/2017
PREA: Sexual Abuse and Sexual Harassment (SAH) 101 (Classroom) (In-Service)	Session	1	Completed	5/16/2017
DPS IT: Acceptable Use Policies	Curriculum	1.5	Completed	6/7/2017
Security Mentor - Computer Security	Online Class	0.25	Completed	6/7/2017
DPS-HR Bonus Leave Payout Program	Materials	0	Completed	5/25/2017
Security Mentor - Information Protection.	Online Class	0.17	Completed	4/12/2017
Equal Employment Opportunity and Diversity Fundamentals (EEOF)	Curriculum	13.08	Completed (Equivalent)	9/15/2000

Barney Owens				
TITLE: Correctional Administrator III	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
Security Mentor - Incident Reporting	Online Class	0.17	Completed	3/10/2017
PREA - Sexual Abuse and Sexual Harassment 101	Online Class	1	Completed	5/10/2018
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	5/25/2017
Security Mentor - Web Security	Online Class	0.25	Completed	12/13/2016
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	1/24/2017
Security Mentor - Email Security	Online Class	0.25	Completed	12/1/2016
Security Mentor - Social Networking "When a Friend is Not a Friend"	Online Class	0.17	Completed	9/30/2016
SAF - Occupational Exposure to Infectious Diseases (Online) (In-Service)	Online Class	2	Completed	5/17/2018
DPS - Fire Safety (Online) (In-Service)	Online Class	1	Completed	6/5/2019
SOP - Self Injurious Behavior Intervention Program Policy TX-III-7 Review	Online Class	1	Completed	7/14/2016
SOP- Suicide Prevention Program Policy TX-III-9 Review	Online Class	1	Completed	7/14/2016
Security Mentor - Phishing	Online Class	0.17	Completed	7/14/2016
SOP - Reasonable Accommodations for Inmates with Disabilities in Accordance with the ADA for Prisons Employees (Online) (In-Service)	Online Class	1	Completed	7/14/2016
DPS HR - NCVIP New Supervisor Training	Materials	0	Completed	7/1/2016
EXT - Prison Facility Managers Training Conference 2016	Session	16	Completed	5/4/2016
SOP In-Service Firearms - 501 Part V - Shotgun Proficiency Training	Session	1	Completed	3/8/2016
SOP In-Service Firearms - 501 Part I - Law & Policy Concerning Use Of Deadly Force	Session	1	Completed	3/8/2016
SOP In-Service Firearms - 501 Part II - Firearms Safety	Session	1	Completed	3/8/2016

Barney Owens				
TITLE: Correctional Administrator III	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
Security Mentor - Passwords	Online Class	0.17	Completed	5/27/2016
ACJJ - CPR American Heart Association (AHA) Heartsaver Adult CPR With AED (4 hours)	Session	4	Completed	4/14/2016
DPS HR - Introduction to the Annual Performance Evaluation Process for Managers and Supervisors	Session	4	Completed	5/20/2016
SOP In-Service Firearms - 501 Part III - Handgun Proficiency/Requalification Training	Session	4	Completed	3/8/2016
DPS - NCVIP Annual Evaluation for Managers and Supervisors	Curriculum	0.83	Completed	5/27/2016
Security Mentor - Keys to Security: Introduction to Security Awareness	Online Class	0.17	Completed	5/27/2016
SOP - Security Risk Group (SRG) Web Application Usage Training	Session	4	Completed	12/4/2015
DPS - NCVIP Managing Performance for Managers and Supervisors	Curriculum	1.63	Completed	12/17/2015
DPS HR - Introduction to the Interim Review Process for Managers and Supervisors	Session	2	Completed	1/4/2016
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	1/15/2016
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	1/15/2016
SOP - Inmate Publication Screening Training	Session	4	Completed	9/28/2015
DPS HR - Introduction to NCVIP for Managers and Supervisors	Session	2	Completed	10/13/2015
Section of Prisons - Concealed Carry for Certified Staff v1	Online Class	1	Completed	10/12/2015
OSDT - Peak Performance Leadership Course	Session	40	Completed	8/14/2015

Barney Owens				
TITLE: Correctional Administrator III	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
DPS - NCVIP Interim Feedback Review for Supervisors and Managers	Curriculum	0.58	Completed	1/15/2016
DPS - NCVIP Planning for Supervisors and Managers	Curriculum	0.72	Completed	10/21/2015
SOP - Reasonable Accommodations for Inmates with Disabilities in Accordance with the ADA for Prisons Employees (Online) (In-Service)	Online Class	1	Completed	7/24/2015
SAF - OSHA 300 Log: Recent Changes to Recordkeeping and Reporting	Online Class	0.5	Completed	7/24/2015
DPS HR - Introduction to NCVIP for Managers and Supervisors	Session	2	Completed	7/9/2015
OSDT - Employee Fitness and Wellness (initial)	Session	4	Completed	6/10/2015
SOP In-Service - Expandable/Rigid Baton: Refresher	Session	4	Completed	6/10/2015
OSDT In-Service - Controls, Restraints and Defensive Techniques (CRDT) Phase VI - Advanced Techniques	Session	4	Completed	6/10/2015
OSDT In-Service - Controls, Restraints and Defensive Techniques (CRDT) Phase I - Annual Refresher Training	Session	4	Completed	6/10/2015
SAF - Occupational Exposure to Infectious Diseases (Classroom) (In-Service) (BBP)	Session	2	Completed	6/5/2015
SOP In-Service - Security Risk Groups within Adult Correction	Session	2	Completed	6/5/2015
Email and IM -Securing the Human Module 3	Online Class	0.1	Completed	7/24/2015
You Are The Target - Securing the Human Module 1	Online Class	0.03	Completed	7/24/2015
PREA: Sexual Abuse and Sexual Harassment (SAH) 101 (Classroom) (In-Service)	Session	1	Completed	5/1/2015

Barney Owens				
TITLE: Correctional Administrator III	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
SOP In-Service Firearms - 501 Part III - Handgun Proficiency/Requalification Training	Session	3	Completed	5/1/2015
SOP In-Service Firearms - 501 Part V - Shotgun Proficiency Training	Session	2	Completed	5/1/2015
SOP In-Service Firearms - 501 Part I - Law & Policy Concerning Use Of Deadly Force	Session	1	Completed	5/1/2015
SOP In-Service Firearms - 501 Part II - Firearms Safety	Session	1	Completed	5/1/2015
SOP - OC Pepper Spray (SOP Refresher) (In-Service)	Session	2	Completed	5/1/2015
SOP In-Service - Suicide Prevention - Self-Injurious Behavior	Session	1	Completed	5/1/2015
SOP In-Service - Prison Emergencies: Prevention and Response (822 Part II)	Session	2	Completed	5/1/2015
SOP In-Service - Safe Search Practices (816-B)	Session	2	Completed	5/1/2015
OSDT - Staff & Offender Relations - Maintaining Professional Boundaries (Participants) (In-Service)	Session	2	Completed	4/30/2015
OSDT In-Service - SOP/SCC Block of Professional Ethics: On & Off Duty	Session	2	Completed	4/30/2015
OSDT In-Service - Unlawful Workplace Harassment (UWPH) - Refresher Course for DPS Staff	Session	1	Completed	4/30/2015
SOP In-Service - Fire Safety (822 Part III)	Session	1	Completed	4/30/2015
DPS - NCVIP Introduction for Supervisors	Curriculum	0.75	Completed	3/29/2015
Introducing NCVIP	Video	0	Completed	2/4/2015
SAF - OSHA 300 Log: Recent Changes to Recordkeeping and Reporting	Online Class	0.5	Completed	12/19/2014
DPS Safety - Slips, Trips, and Falls	Online Class	1	Completed	3/14/2015
PREA - Sexual Abuse and Sexual Harassment 101	Online Class	1	Completed	12/19/2014

Barney Owens				
TITLE: Correctional Administrator III	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
DPS - PREA - OPA T10- Information for Person(s) with Direct and Indirect Contact	Materials	0	Completed	12/5/2014
PREA - Sexual Abuse and Sexual Harassment 101	Online Class	1	Completed (Equivalent)	5/30/2014
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	12/5/2014
SAF - Accident/Incident Investigation Training	Online Class	1	Completed	11/21/2014
SAF - Workplace Safety and Health Orientation and Hazard Identification Training	Online Class	1	Completed	10/31/2014
SOP - Cell Extraction Training Program - Initial Participant Course	Session	8	Completed	9/15/2014
NC Learning Center Transcript Quick Reference Guide	Materials	0.08	Completed	12/5/2014
NC Learning Center New User Orientation	Online Class	0.17	Completed	4/25/2015
SOP - Reasonable Accommodations for Inmates with Disabilities in Accordance with the ADA for Prisons Employees (Online) (In-Service)	Online Class	1	Completed	8/29/2014
SOP - Electronic Intrusion Systems/Test Req: Microwave Systems	Session	2	Completed	8/22/2014
SOP - Electronic Intrusion Systems/Test Req. - Taut Wire	Session	4	Completed	8/22/2014
SOP - Electronic Intrusion Systems/Test Req. - Introduction	Session	2	Completed	8/22/2014
Grievance Overview (OSHR)	Online Class	0.25	Completed	8/6/2014
HR - Preventing Overpayments	Online Class	0.5	Completed	8/6/2014
SOP In-Service - Expandable/Rigid Baton: Refresher	Session	4	Completed	6/9/2014
OSDT - Controls, Restraints and Defensive Techniques (CRDT) Phase V - Weapons Retention (In-Service)	Session	4	Completed	6/3/2014

Barney Owens				
TITLE: Correctional Administrator III	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
OSDT In-Service - Controls, Restraints and Defensive Techniques (CRDT) Phase I - Annual Refresher Training	Session	5	Completed	6/3/2014
PREA: Sexual Abuse and Sexual Harassment (SAH) 101 (Classroom) (In-Service)	Session	1	Completed	5/30/2014
ACJJ - CPR American Heart Association (AHA) Heartsaver Adult CPR With AED (4 hours)	Session	4	Completed	5/30/2014
SOP In-Service - Expandable/Rigid Baton: Refresher	Session	4	Completed	6/3/2014
SOP In-Service - Security Risk Groups within Adult Correction	Session	2	Completed	5/29/2014
SOP - OC Pepper Spray (SOP Refresher) (In-Service)	Session	2	Completed	5/29/2014
SOP In-Service Firearms - 501 Part V - Shotgun Proficiency Training	Session	2	Completed	5/29/2014
SOP In-Service Firearms - 501 Part III - Handgun Proficiency/Requalification Training	Session	3	Completed	5/27/2014
SOP In-Service - Suicide Prevention - Self-Injurious Behavior	Session	1	Completed	5/28/2014
OSDT - Staff & Offender Relations - Maintaining Professional Boundaries (Participants) (In-Service)	Session	2	Completed	5/28/2014
OSDT In-Service - SOP/SCC Block of Professional Ethics: On & Off Duty	Session	2	Completed	5/28/2014
SOP In-Service - Fire Safety (822 Part III)	Session	1	Completed	5/28/2014
SAF - Occupational Exposure to Infectious Diseases (Classroom) (In-Service) (BBP)	Session	2	Completed	5/28/2014
OSDT In-Service - Unlawful Workplace Harassment (UWPH) - Refresher Course for DPS Staff	Session	2	Completed	5/27/2014

Barney Owens				
TITLE: Correctional Administrator III	TYPE	TRAINING HOURS	STATUS	COMPLETION DATE
SOP In-Service Firearms - 501 Part II - Firearms Safety	Session	1	Completed	5/19/2014
SOP In-Service Firearms - 501 Part I - Law & Policy Concerning Use Of Deadly Force	Session	1	Completed	5/19/2014
SOP - Reasonable Accommodations for Inmates with Disabilities (ADA)	Session	2	Completed	3/19/2014
SOP - Disciplinary Hearing Officer Procedures	Session	8.5	Completed	2/25/2014
DPS Run- Hide- Fight: Protective Actions for a Shooter in the Workplace Incident	Video	0.17	Completed	2/1/2014
SAF - Hazard Communication GHS Update Training (DPS Safety)	Online Class	1	Completed	12/12/2013
SOP - Electronic Rounds User Training Program	Session	3.5	Completed	11/12/2013
PREA - Hiring and Promotion Prohibitions (DPS)	Curriculum	0.25	Completed	9/25/2013
New User Quick Reference Card - NC Learning Center	General	0	Completed	12/5/2014
Manager Quick Reference Card - NC Learning Center	General	0	Completed	12/5/2014
NC Learning Center Manager Orientation Course	Online Class	0	Completed	4/25/2015
DPS-EEOI	Materials	0	Completed	9/15/2000
EEOI 1: Equal Employment Opportunity Institute - Level I	Online Class	0	Completed	9/13/2000
		436.32		

North Carolina Department of Adult Correction

STS History (ST03) Report

Report Date:05/04/2023

Staff/Agent: OBC01 - OWENS, BARNEY C.

287 matches found. The selection criteria for this report was:

None

Begin Date	Completion Date	Course Number	Course Name	Contact Hours
08/15/2013	08/15/2013	0010383	ELECTRONIC INTRUSION SYSTEMS/TEST REQ. - MICROWAVE SYS.	2
08/15/2013	08/15/2013	0010382	ELECTRONIC INTRUSION SYSTEMS/TEST REQ. - TAUT WIRE	4
08/15/2013	08/15/2013	0010380	ELECTRONIC INTRUSION SYSTEMS/TEST REQ. - INTRODUCTION	2
07/10/2013	07/10/2013	0011686	PREA: SEXUAL ABUSE AND HARASSMENT 101 (1HR)	1
05/29/2013	05/29/2013	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
04/25/2013	04/25/2013	0008707	UNLAWFUL WORKPLACE HARASSMENT (2 HRS)	2
04/25/2013	04/25/2013	0011084	SECURITY THREAT GROUPS WITHIN THE NCDOC (2010)	2
04/25/2013	04/25/2013	0010516	OCCUPATIONAL EXPOSURE TO INFECTIOUS DISEASES (2 HOURS)	2
04/25/2013	04/25/2013	0009466	MONADNOCK BATON REFRESHER LP(4 HRS)	4
04/24/2013	04/24/2013	0009408	CRDT PHASE III - ANNUAL INSERVICE TRNG (602-5)	4
04/24/2013	04/24/2013	0009890	PRISON OPERATIONS (822-2)	2
04/24/2013	04/24/2013	0009129	CRDT PHASE I - ANNUAL INSERVICE TRNG	4
04/23/2013	04/23/2013	0009260	LAW & POLICY CONCERNING USE OF DEADLY FORCE(501-PART I)	1
04/23/2013	04/23/2013	0010882	SHOTGUN PROFICIENCY TRAINING (501-PART V)	1
04/23/2013	04/23/2013	0009826	FIREARMS: M&P.40 DOP HANDGUN REFRESHER/REQUALIFICATION	4
04/23/2013	04/23/2013	0009262	FIREARMS SAFETY (501-PART II)	1
04/23/2013	04/23/2013	0008063	SELF-INJURIOUS BEHAVIOR PREVENTION	1
04/22/2013	04/22/2013	0009030	SAFE SEARCH PRACTICES (816-B)	2
04/22/2013	04/22/2013	0011113	STAFF & OFFENDER RELATIONS FOR DOC STAFF (2010)	2
04/22/2013	04/22/2013	0009891	PRISON EMER OPERATIONS: FIRE SAFETY (822-3)	1
04/22/2013	04/22/2013	0010146	PROFESSIONAL ETHICS (TRADITIONAL)	2
04/22/2013	04/22/2013	0009887	CULTURAL DIVERSITY (809 PART III)	3
12/14/2012	12/14/2012	0010111	TELEPHONE TRIAGE - INTRODUCTION	1
12/14/2012	12/14/2012	0005906	MEDICATION DELIVERY BY OFFICERS TO INMATES	1
11/13/2012	11/13/2012	0010798	ICE SHIELD BASIC OPERATOR USER CERTIFICATION	8
10/16/2012	10/16/2012	0011213	2011 DISCIPLINARY HEARING OFFICER PROCEDURES (8 HRS)	8
08/30/2012	08/30/2012	0010383	ELECTRONIC INTRUSION SYSTEMS/TEST REQ. - MICROWAVE SYS.	2
08/30/2012	08/30/2012	0010380	ELECTRONIC INTRUSION SYSTEMS/TEST REQ. - INTRODUCTION	2
08/30/2012	08/30/2012	0010382	ELECTRONIC INTRUSION SYSTEMS/TEST REQ. - TAUT WIRE	4
06/21/2012	06/21/2012	0011074	CELL EXTRACTION TRAINING PROGRAM: INITIAL(8HRS)	8
04/26/2012	04/26/2012	0011084	SECURITY THREAT GROUPS WITHIN THE NCDOC (2010)	2
04/26/2012	04/26/2012	0010516	OCCUPATIONAL EXPOSURE TO INFECTIOUS DISEASES (2 HOURS)	2
04/26/2012	04/26/2012	0009466	MONADNOCK BATON REFRESHER LP(4 HRS)	4
04/26/2012	04/26/2012	0008707	UNLAWFUL WORKPLACE HARASSMENT (2 HRS)	2
04/25/2012	04/25/2012	0009828	CRDT PHASE V - ANNUAL INSERVICE TRNG (602-5)	4
04/25/2012	04/25/2012	0009890	PRISON OPERATIONS (822-2)	2
04/25/2012	04/25/2012	0009129	CRDT PHASE I - ANNUAL INSERVICE TRNG	4
04/24/2012	04/24/2012	0009260	LAW & POLICY CONCERNING USE OF DEADLY FORCE(501-PART I)	1
04/24/2012	04/24/2012	0010882	SHOTGUN PROFICIENCY TRAINING (501-PART V)	1
04/24/2012	04/24/2012	0009826	FIREARMS: M&P.40 DOP HANDGUN REFRESHER/REQUALIFICATION	4
04/24/2012	04/24/2012	0009262	FIREARMS SAFETY (501-PART II)	1
04/24/2012	04/24/2012	0008063	SELF-INJURIOUS BEHAVIOR PREVENTION	1
04/24/2012	04/24/2012	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
04/23/2012	04/23/2012	0009030	SAFE SEARCH PRACTICES (816-B)	2
04/23/2012	04/23/2012	0011113	STAFF & OFFENDER RELATIONS FOR DOC STAFF (2010)	2
04/23/2012	04/23/2012	0009891	PRISON EMER OPERATIONS: FIRE SAFETY (822-3)	1
04/23/2012	04/23/2012	0010146	PROFESSIONAL ETHICS (TRADITIONAL)	2
04/23/2012	04/23/2012	0005612	AHA HEARTSAVER ADULT CPR WITH AED (4 HRS.)	4
08/17/2011	08/17/2011	0010382	ELECTRONIC INTRUSION SYSTEMS/TEST REQ. - TAUT WIRE	4
08/17/2011	08/17/2011	0010383	ELECTRONIC INTRUSION SYSTEMS/TEST REQ. - MICROWAVE SYS.	2
08/17/2011	08/17/2011	0010380	ELECTRONIC INTRUSION SYSTEMS/TEST REQ. - INTRODUCTION	2

North Carolina Department of Adult Correction

STS History (ST03) Report

Report Date:05/04/2023

Staff/Agent: OBC01 - OWENS, BARNEY C.

Begin Date	Completion Date	Course Number	Course Name	Contact Hours
07/27/2011	07/27/2011	0011213	2011 DISCIPLINARY HEARING OFFICER PROCEDURES (8 HRS)	8
05/05/2011	05/05/2011	0010516	OCCUPATIONAL EXPOSURE TO INFECTIOUS DISEASES (2 HOURS)	2
05/05/2011	05/05/2011	0009030	SAFE SEARCH PRACTICES (816-B)	2
05/05/2011	05/05/2011	0009466	MONADNOCK BATON REFRESHER LP(4 HRS)	4
05/05/2011	05/05/2011	0008063	SELF-INJURIOUS BEHAVIOR PREVENTION	1
05/05/2011	05/05/2011	0008707	UNLAWFUL WORKPLACE HARASSMENT (2 HRS)	2
05/04/2011	05/04/2011	0009407	CRDT PHASE II - ANNUAL INSERVICE TRNG (602-5)	4
05/04/2011	05/04/2011	0009890	PRISON OPERATIONS (822-2)	2
05/04/2011	05/04/2011	0009129	CRDT PHASE I - ANNUAL INSERVICE TRNG	4
05/03/2011	05/03/2011	0009260	LAW & POLICY CONCERNING USE OF DEADLY FORCE(501-PART I)	1
05/03/2011	05/03/2011	0010882	SHOTGUN PROFICIENCY TRAINING (501-PART V)	1
05/03/2011	05/03/2011	0009826	FIREARMS: M&P.40 DOP HANDGUN REFRESHER/REQUALIFICATION	4
05/03/2011	05/03/2011	0009262	FIREARMS SAFETY (501-PART II)	1
05/03/2011	05/03/2011	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
05/02/2011	05/02/2011	0011113	STAFF & OFFENDER RELATIONS FOR DOC STAFF (2010)	2
05/02/2011	05/02/2011	0011084	SECURITY THREAT GROUPS WITHIN THE NCDOC (2010)	2
05/02/2011	05/02/2011	0009891	PRISON EMER OPERATIONS: FIRE SAFETY (822-3)	1
05/02/2011	05/02/2011	0010146	PROFESSIONAL ETHICS (TRADITIONAL)	2
05/02/2011	05/02/2011	0000017	REPORT WRITING (807)	4
03/03/2011	03/03/2011	0002065	DISCIPLINE AND DISMISSAL PROCEDURES	8
01/19/2011	01/19/2011	0011151	EMPLOYEE SELF SERVICE OVERVIEW FOR EMPLOYEES	3
11/02/2010	11/02/2010	0011152	SECURITY AWARENESS TRAINING (LMS)	1
08/19/2010	08/19/2010	0010380	ELECTRONIC INTRUSION SYSTEMS/TEST REQ. - INTRODUCTION	2
08/19/2010	08/19/2010	0010382	ELECTRONIC INTRUSION SYSTEMS/TEST REQ. - TAUT WIRE	4
08/19/2010	08/19/2010	0010383	ELECTRONIC INTRUSION SYSTEMS/TEST REQ. - MICROWAVE SYS.	2
08/10/2010	08/10/2010	0011074	CELL EXTRACTION TRAINING PROGRAM: INITIAL(8HRS)	8
04/22/2010	04/22/2010	0010516	OCCUPATIONAL EXPOSURE TO INFECTIOUS DISEASES (2 HOURS)	2
04/22/2010	04/22/2010	0009891	PRISON EMER OPERATIONS: FIRE SAFETY (822-3)	1
04/22/2010	04/22/2010	0008707	UNLAWFUL WORKPLACE HARASSMENT (2 HRS)	2
04/22/2010	04/22/2010	0009466	MONADNOCK BATON REFRESHER LP(4 HRS)	4
04/22/2010	04/22/2010	0008063	SELF-INJURIOUS BEHAVIOR PREVENTION	1
04/21/2010	04/21/2010	0009129	CRDT PHASE I - ANNUAL INSERVICE TRNG	4
04/21/2010	04/21/2010	0009890	PRISON OPERATIONS (822-2)	2
04/21/2010	04/21/2010	0009828	CRDT PHASE V - ANNUAL INSERVICE TRNG (602-5)	4
04/20/2010	04/20/2010	0009886	RIFLE PROFICIENCY TRAINING (501 PART IV)	1
04/20/2010	04/20/2010	0010882	SHOTGUN PROFICIENCY TRAINING (501-PART V)	1
04/20/2010	04/20/2010	0009826	FIREARMS: M&P.40 DOP HANDGUN REFRESHER/REQUALIFICATION	4
04/20/2010	04/20/2010	0009262	FIREARMS SAFETY (501-PART II)	1
04/20/2010	04/20/2010	0009260	LAW & POLICY CONCERNING USE OF DEADLY FORCE(501-PART I)	1
04/20/2010	04/20/2010	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
04/19/2010	04/19/2010	0007912	DOC STAFF/OFFENDER RELATIONSHIPS:MAIN PROF BOUNDARIES	2
04/19/2010	04/19/2010	0010146	PROFESSIONAL ETHICS (TRADITIONAL)	2
04/19/2010	04/19/2010	0009030	SAFE SEARCH PRACTICES (816-B)	2
04/19/2010	04/19/2010	0005612	AHA HEARTSAVER ADULT CPR WITH AED (4 HRS.)	4
03/31/2010	03/31/2010	0011015	GANGS IN NORTH CAROLINA	8
02/24/2010	02/24/2010	0011029	MANAGING YOUR INBOX: E-MAIL AS A PUBLIC RECORD	1
01/12/2010	01/12/2010	0010942	INMATE DOUBLE CELLING/BUNKING - EMPLOYEE	2
12/07/2009	12/07/2009	0010936	NC EMPLOYEE GIFT BAN	1
05/14/2009	05/14/2009	0010516	OCCUPATIONAL EXPOSURE TO INFECTIOUS DISEASES (2 HOURS)	2
05/14/2009	05/14/2009	0009891	PRISON EMER OPERATIONS: FIRE SAFETY (822-3)	1
05/14/2009	05/14/2009	0008063	SELF-INJURIOUS BEHAVIOR PREVENTION	1
05/14/2009	05/14/2009	0009466	MONADNOCK BATON REFRESHER LP(4 HRS)	4
05/14/2009	05/14/2009	0008707	UNLAWFUL WORKPLACE HARASSMENT (2 HRS)	2
05/13/2009	05/13/2009	0009129	CRDT PHASE I - ANNUAL INSERVICE TRNG	4

North Carolina Department of Adult Correction

STS History (ST03) Report

Report Date:05/04/2023

Staff/Agent: OBC01 - OWENS, BARNEY C.

Begin Date	Completion Date	Course Number	Course Name	Contact Hours
05/13/2009	05/13/2009	0009890	PRISON OPERATIONS (822-2)	2
05/13/2009	05/13/2009	0009408	CRDT PHASE III - ANNUAL INSERVICE TRNG (602-5)	4
05/12/2009	05/12/2009	0009265	SHOTGUN PROFICIENCY TRAINING (501-PART V)	2
05/12/2009	05/12/2009	0009886	RIFLE PROFICIENCY TRAINING (501 PART IV)	1
05/12/2009	05/12/2009	0009826	FIREARMS: M&P.40 DOP HANDGUN REFRESHER/REQUALIFICATION	4
05/12/2009	05/12/2009	0009262	FIREARMS SAFETY (501-PART II)	1
05/12/2009	05/12/2009	0009260	LAW & POLICY CONCERNING USE OF DEADLY FORCE(501-PART I)	1
05/12/2009	05/12/2009	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
05/11/2009	05/11/2009	0007912	DOC STAFF/OFFENDER RELATIONSHIPS:MAIN PROF BOUNDARIES	2
05/11/2009	05/11/2009	0010146	PROFESSIONAL ETHICS (TRADITIONAL)	2
05/11/2009	05/11/2009	0010148	OBSERVATION & SUPERVISION OF INMATES (TRADITIONAL)	4
05/11/2009	05/11/2009	0009030	SAFE SEARCH PRACTICES (816-B)	2
01/14/2009	01/14/2009	0010353	DUTY CHEMICAL AGENTS & SPECIALTY IMPACT MUNITIONS	6
10/22/2008	10/22/2008	0010380	ELECTRONIC INTRUSION SYSTEMS/TEST REQ. - INTRODUCTION	2
10/22/2008	10/22/2008	0010383	ELECTRONIC INTRUSION SYSTEMS/TEST REQ. - MICROWAVE SYS.	2
10/22/2008	10/22/2008	0010382	ELECTRONIC INTRUSION SYSTEMS/TEST REQ. - TAUT WIRE	4
10/13/2008	10/13/2008	0002003	DISCIPLINARY HEARING OFFICER PROC (GENERAL STAFF)	6
05/15/2008	05/15/2008	0005612	AHA HEARTSAVER ADULT CPR WITH AED (4 HRS.)	4
05/15/2008	05/15/2008	0010146	PROFESSIONAL ETHICS (TRADITIONAL)	2
05/15/2008	05/15/2008	0009890	PRISON OPERATIONS (822-2)	2
05/15/2008	05/15/2008	0009466	MONADNOCK BATON REFRESHER LP(4 HRS)	4
05/14/2008	05/14/2008	0009828	CRDT PHASE V - ANNUAL INSERVICE TRNG (602-5)	4
05/14/2008	05/14/2008	0010148	OBSERVATION & SUPERVISION OF INMATES (TRADITIONAL)	4
05/14/2008	05/14/2008	0009129	CRDT PHASE I - ANNUAL INSERVICE TRNG	4
05/13/2008	05/13/2008	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
05/13/2008	05/13/2008	0009826	FIREARMS: M&P.40 DOP HANDGUN REFRESHER/REQUALIFICATION	4
05/13/2008	05/13/2008	0009886	RIFLE PROFICIENCY TRAINING (501 PART IV)	1
05/13/2008	05/13/2008	0009260	LAW & POLICY CONCERNING USE OF DEADLY FORCE(501-PART I)	1
05/13/2008	05/13/2008	0009262	FIREARMS SAFETY (501-PART II)	1
05/13/2008	05/13/2008	0009265	SHOTGUN PROFICIENCY TRAINING (501-PART V)	2
05/12/2008	05/12/2008	0007912	DOC STAFF/OFFENDER RELATIONSHIPS:MAIN PROF BOUNDARIES	2
05/12/2008	05/12/2008	0009891	PRISON EMER OPERATIONS: FIRE SAFETY (822-3)	1
05/12/2008	05/12/2008	0009030	SAFE SEARCH PRACTICES (816-B)	2
05/12/2008	05/12/2008	0008707	UNLAWFUL WORKPLACE HARASSMENT (2 HRS)	2
05/12/2008	05/12/2008	0008063	SELF-INJURIOUS BEHAVIOR PREVENTION	1
05/12/2008	05/12/2008	0006137	BLOODBORNE PATHOGENS TRAINING - DOP	2
09/19/2007	09/19/2007	0005838	GANG AWARENESS	8
07/18/2007	07/18/2007	0009494	IS-700 FEMA/NATIONAL INCIDENT MANAGEMENT SYSTEM	3
07/17/2007	07/17/2007	0009493	IS-200 FEMA/ICS FOR SINGLE RESOURCES & INITIAL ACTION	3
07/13/2007	07/13/2007	0009492	IS-100 FEMA/INTRO TO THE INCIDENT COMMAND SYSTEM	3
05/31/2007	05/31/2007	0009758	PREA:PRISON RAPE ELIMINATION ACT(PREA)- 1HR CLASSROOM	1
05/18/2007	05/18/2007	0009265	SHOTGUN PROFICIENCY TRAINING (501-PART V)	2
05/18/2007	05/18/2007	0009264	RIFLE PROFICIENCY TRAINING (501 PART IV)	2
05/18/2007	05/18/2007	0009262	FIREARMS SAFETY (501-PART II)	1
05/18/2007	05/18/2007	0009260	LAW & POLICY CONCERNING USE OF DEADLY FORCE(501-PART I)	1
05/18/2007	05/18/2007	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
05/17/2007	05/17/2007	0009260	LAW & POLICY CONCERNING USE OF DEADLY FORCE(501-PART I)	1
05/17/2007	05/17/2007	0009607	DOP HANDGUN FAMILIARIZATION/PROFICIENCY (501-III)	8
05/17/2007	05/17/2007	0009606	LOW/LIMITED LIGHT HANDGUN FAMILIARIZATION/QUALIFICATION	2
05/17/2007	05/17/2007	0009262	FIREARMS SAFETY (501-PART II)	1
05/16/2007	05/16/2007	0009466	MONADNOCK BATON REFRESHER LP(4 HRS)	4
05/16/2007	05/16/2007	0008063	SELF-INJURIOUS BEHAVIOR PREVENTION	1
05/16/2007	05/16/2007	0009030	SAFE SEARCH PRACTICES (816-B)	2
05/16/2007	05/16/2007	0000006	PRISON SECURITY FUNCTIONS (804)	2

North Carolina Department of Adult Correction

STS History (ST03) Report

Report Date:05/04/2023

Staff/Agent: OBC01 - OWENS, BARNEY C.

Begin Date	Completion Date	Course Number	Course Name	Contact Hours
05/16/2007	05/16/2007	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
05/15/2007	05/15/2007	0006137	BLOODBORNE PATHOGENS TRAINING - DOP	2
05/15/2007	05/15/2007	0009129	CRDT PHASE I - ANNUAL INSERVICE TRNG	4
05/15/2007	05/15/2007	0009407	CRDT PHASE II - ANNUAL INSERVICE TRNG (602-5)	4
04/23/2007	04/25/2007	0009806	NC DOC CTG/STG INTELLIGENCE OFFICERS CONFERENCE	20
06/22/2006	06/22/2006	0007416	CELL EXTRACTION:CAMERA OPERATIONS (2HR)	2
06/22/2006	06/22/2006	0007415	CELL EXTRACTION:INTRO/TACTICAL APPROACHES (COMBINED)	6
05/24/2006	05/24/2006	0009491	GANG AWARENESS/IDENTIFICATION	2
05/18/2006	05/18/2006	0009094	ADVANCED RESTRAINT TECHNIQUES (874)	4
05/17/2006	05/17/2006	0007535	MONADNOCK BATON INITIAL LP(6 HRS)	6
05/16/2006	05/16/2006	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
05/16/2006	05/16/2006	0009265	SHOTGUN PROFICIENCY TRAINING (501-PART V)	2
05/16/2006	05/16/2006	0009264	RIFLE PROFICIENCY TRAINING (501 PART IV)	2
05/16/2006	05/16/2006	0009262	FIREARMS SAFETY (501-PART II)	1
05/16/2006	05/16/2006	0009260	LAW & POLICY CONCERNING USE OF DEADLY FORCE(501-PART I)	1
05/16/2006	05/16/2006	0009083	12 HOUR INITIAL CRDT PROGRAM FOR DOC STAFF	12
05/15/2006	05/15/2006	0009030	SAFE SEARCH PRACTICES (816-B)	2
05/15/2006	05/15/2006	0008063	SELF-INJURIOUS BEHAVIOR PREVENTION	1
05/15/2006	05/15/2006	0006137	BLOODBORNE PATHOGENS TRAINING - DOP	2
05/15/2006	05/15/2006	0005612	AHA HEARTSAVER ADULT CPR WITH AED (4 HRS.)	4
05/15/2006	05/15/2006	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
04/17/2006	04/18/2006	0009429	COMMUNITY/SECURITY THREAT GROUP OFFICERS CONFERENCE	8
02/27/2006	02/27/2006	0009252	EMPLOYEE ASSISTANCE PROGRAM	2
10/17/2005	10/17/2005	0008910	COMMAND & CONTROL FOR INITIAL COMMANDERS	8
10/13/2005	10/13/2005	0009166	GANG IDENTIFICATION	8
06/16/2005	06/16/2005	0008063	SELF-INJURIOUS BEHAVIOR PREVENTION	1
05/17/2005	05/17/2005	0007408	FIREARMS: DOP REQUALIFICATION COURSE	8
05/17/2005	05/17/2005	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
05/16/2005	05/16/2005	0008680	WEAPONS RETENTION & DISARMING TECHNIQUES	4
05/16/2005	05/16/2005	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
05/16/2005	05/16/2005	0006137	BLOODBORNE PATHOGENS TRAINING - DOP	2
05/16/2005	05/16/2005	0005147	DOP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
01/26/2005	02/23/2005	0008513	CORRECTIONAL SUPERVISOR TRAINING PROGRAM	35
12/02/2004	12/02/2004	0008067	CSTP ADVISOR ORIENTATION	5
05/25/2004	05/25/2004	0005147	DOP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
05/25/2004	05/25/2004	0006137	BLOODBORNE PATHOGENS TRAINING - DOP	2
05/25/2004	05/25/2004	0005612	AHA HEARTSAVER ADULT CPR WITH AED (4 HRS.)	4
05/25/2004	05/25/2004	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
05/24/2004	05/24/2004	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
05/24/2004	05/24/2004	0007408	FIREARMS: DOP REQUALIFICATION COURSE	8
07/25/2003	07/25/2003	0008063	SELF-INJURIOUS BEHAVIOR PREVENTION	1
04/22/2003	04/22/2003	0005612	AHA HEARTSAVER ADULT CPR WITH AED (4 HRS.)	4
03/25/2003	03/25/2003	0006137	BLOODBORNE PATHOGENS TRAINING - DOP	2
03/25/2003	03/25/2003	0005147	DOP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
03/25/2003	03/25/2003	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
12/03/2002	12/03/2002	0007415	CELL EXTRACTION:INTRO/TACTICAL APPROACHES (COMBINED)	6
12/03/2002	12/03/2002	0007416	CELL EXTRACTION:CAMERA OPERATIONS (2HR)	2
10/17/2002	10/17/2002	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
10/17/2002	10/17/2002	0007408	FIREARMS: DOP REQUALIFICATION COURSE	8
06/20/2002	06/20/2002	0007408	FIREARMS: DOP REQUALIFICATION COURSE	8
06/06/2002	06/06/2002	0007912	DOC STAFF/OFFENDER RELATIONSHIPS:MAIN PROF BOUNDARIES	2
04/10/2002	04/10/2002	0000987	THE APPRAISAL PROCESS (TAP)	12
09/13/2001	09/13/2001	0002986	VIOLENCE IN THE WORKPLACE	4
07/25/2001	07/25/2001	0002991	FAMILY MEDICAL LEAVE ACT	4

North Carolina Department of Adult Correction

STS History (ST03) Report

Report Date:05/04/2023

Staff/Agent: OBC01 - OWENS, BARNEY C.

Begin Date	Completion Date	Course Number	Course Name	Contact Hours
07/25/2001	07/25/2001	0002990	VOLUNTARY SHARED LEAVE PROGRAM	4
06/18/2001	06/18/2001	0002003	DISCIPLINARY HEARING OFFICER PROC (GENERAL STAFF)	6
06/11/2001	06/11/2001	0007495	OVS DOP RESPONSE TO VICTIMS OF CRIME	3
04/19/2001	04/19/2001	0006854	OC AEROSOL INSTRUCTOR COURSE FOR DOC STAFF (8 HRS)	8
03/21/2001	03/21/2001	0005236	FIREARMS: DOP REQUALIFICATION COURSE	8
03/21/2001	03/21/2001	0007392	OC PEPPER SPRAY ANNUAL: DOP	2
03/20/2001	03/20/2001	0005612	AHA HEARTSAVER ADULT CPR WITH AED (4 HRS.)	4
03/20/2001	03/20/2001	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
03/20/2001	03/20/2001	0000333	HAZARDOUS CHEMICALS (HAZCOM)	1
03/20/2001	03/20/2001	0000005	MANAGING INMATE BEHAVIOR (809 PART I)	4
03/19/2001	03/19/2001	0006137	BLOODBORNE PATHOGENS TRAINING - DOP	2
03/19/2001	03/19/2001	0007036	UNLAWFUL WORKPLACE HARASSMENT (4 HRS)	4
03/19/2001	03/19/2001	0005147	DOP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
09/27/2000	09/27/2000	0000240	TIME SHEET REPORTING	8
09/13/2000	09/15/2000	0000244	EEO INSTITUTE TRNG	24
05/09/2000	05/10/2000	0007539	CBI: UPDATE	8
04/25/2000	04/27/2000	0005236	FIREARMS: DOP REQUALIFICATION COURSE	8
04/26/2000	04/26/2000	0006137	BLOODBORNE PATHOGENS TRAINING - DOP	2
04/26/2000	04/26/2000	0001281	OC PEPPER SPRAY ANNUAL: DOP 869	2
04/26/2000	04/26/2000	0000333	HAZARDOUS CHEMICALS (HAZCOM)	1
04/26/2000	04/26/2000	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
04/24/2000	04/24/2000	0005147	DOP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
04/24/2000	04/24/2000	0007163	IDENTIFICATION OF CONTROLLED SUBSTANCES	4
04/03/2000	04/03/2000	0006854	OC AEROSOL INSTRUCTOR COURSE FOR DOC STAFF (8 HRS)	8
02/21/2000	02/23/2000	0002012	IM: SUPERVISORY SKILLS BASIC	20
02/15/2000	02/15/2000	0007022	EMPLOYMENT INTERVIEWING	4
02/11/2000	02/11/2000	0005612	AHA HEARTSAVER ADULT CPR WITH AED (4 HRS.)	4
07/01/1999	12/15/1999	0007542	CBI: COGNITIVE BEHAVIOR SKILLS	22
06/21/1999	07/02/1999	0001022	GENERAL INSTRUCTOR TRAINING (80 HRS.)	80
06/11/1999	06/11/1999	0002003	DISCIPLINARY HEARING OFFICER PROC (GENERAL STAFF)	6
04/12/1999	04/12/1999	0000240	TIME SHEET REPORTING	8
03/03/1999	03/03/1999	0000017	REPORT WRITING (807)	4
03/03/1999	03/03/1999	0001281	OC PEPPER SPRAY ANNUAL: DOP 869	2
03/03/1999	03/03/1999	0006137	BLOODBORNE PATHOGENS TRAINING - DOP	2
03/03/1999	03/03/1999	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
03/03/1999	03/03/1999	0000333	HAZARDOUS CHEMICALS (HAZCOM)	1
03/02/1999	03/02/1999	0000005	MANAGING INMATE BEHAVIOR (809 PART I)	4
03/02/1999	03/02/1999	0005236	FIREARMS: DOP REQUALIFICATION COURSE	8
03/02/1999	03/02/1999	0000016	OBSERVATION & SUPERVISION OF INMATES (813)	4
03/01/1999	03/01/1999	0005612	AHA HEARTSAVER ADULT CPR WITH AED (4 HRS.)	4
03/01/1999	03/01/1999	0005147	DOP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
02/08/1999	02/08/1999	0002895	PROMOTIONAL EXAM: LT PASS 5 YEARS	5
06/15/1998	06/15/1998	0000299	THE APPRAISAL PROCESS (TAP) - REFRESHER	4
02/03/1998	02/20/1998	0005236	FIREARMS: DOP REQUALIFICATION COURSE	8
02/04/1998	02/04/1998	0001281	OC PEPPER SPRAY ANNUAL: DOP 869	2
02/04/1998	02/04/1998	0004486	BLOODBORNE PATHOGENS TRNG PROGRAM: DOP	3
02/04/1998	02/04/1998	0000008	UNDERSTANDING INMATE BEHAVIOR (821)	4
02/04/1998	02/04/1998	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
02/03/1998	02/03/1998	0000017	REPORT WRITING (807)	4
02/03/1998	02/03/1998	0000005	MANAGING INMATE BEHAVIOR (809 PART I)	4
02/02/1998	02/02/1998	0005147	DOP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
02/02/1998	02/02/1998	0005612	AHA HEARTSAVER ADULT CPR WITH AED (4 HRS.)	4
01/22/1997	01/22/1997	0002953	OPUS: DISCIPLINARY PROCEDURES	8
12/09/1996	12/09/1996	0004486	BLOODBORNE PATHOGENS TRNG PROGRAM: DOP	3

North Carolina Department of Adult Correction

STS History (ST03) Report

Report Date:05/04/2023

Staff/Agent: OBC01 - OWENS, BARNEY C.

Begin Date	Completion Date	Course Number	Course Name	Contact Hours
11/21/1996	11/22/1996	0000987	THE APPRAISAL PROCESS (TAP)	12
11/20/1996	11/20/1996	0005236	FIREARMS: DOP REQUALIFICATION COURSE	8
11/18/1996	11/18/1996	0005147	DOP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
08/06/1996	08/06/1996	0004027	CPR & BASIC FIRST AID (8 HOURS)	8
06/06/1996	06/06/1996	0005147	DOP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
06/04/1996	06/04/1996	0005236	FIREARMS: DOP REQUALIFICATION COURSE	8
06/03/1996	06/03/1996	0002894	PROMOTIONAL EXAM: SGT PASS 5 YEARS	5
05/21/1996	05/28/1996	0003252	PROMOTIONAL EXAM REVIEW	16
05/17/1995	05/17/1995	0005236	FIREARMS: DOP REQUALIFICATION COURSE	8
05/16/1995	05/16/1995	0005147	DOP UNARMED SELF-DEFENSE ANNUAL TRAINING	4
05/16/1995	05/16/1995	0004486	BLOODBORNE PATHOGENS TRNG PROGRAM: DOP	3
05/16/1995	05/16/1995	0000421	DOC FIRE SAFETY ANNUAL IN-SERVICE LP (1HR)	1
05/15/1995	05/15/1995	0004027	CPR & BASIC FIRST AID (8 HOURS)	8
02/18/1994	02/18/1995	0000016	OBSERVATION & SUPERVISION OF INMATES (813)	4
07/28/1994	07/28/1994	0001265	OC PEPPER SPRAY INITIAL: DOP	4
05/31/1994	06/01/1994	0005211	MONADNOCK STRAIGHT BATON TRAINING (16 HOUR)	16
02/18/1994	02/18/1994	0005322	SEXUAL HARASSMENT IN THE WORKPLACE	4
02/17/1994	02/17/1994	0004486	BLOODBORNE PATHOGENS TRNG PROGRAM: DOP	3
01/03/1994	02/04/1994	0000027	CORRECTIONAL OFFICER BASIC TRAINING	160
12/30/1993	12/30/1993	0000001	ORIENTATION TRNG FOR NEW EMPLOYEES	8
Total Contact Hours Matching Filter Criteria				1305

STATE OF NORTH CAROLINA
DEPARTMENT OF CORRECTION

SUBJECT:

TRANSFER OF INMATES' TRUST FUND TO
TO LOCAL SAVINGS ACCOUNT

POLICIES - PROCEDURES

TAB

NO:

1C FISCAL ADMINISTRATION

.0700

0701 PURPOSE

The purpose of this directive is to establish uniform policies and procedures to be followed by all facilities within the Division of Prisons in transferring an Inmate's Trust Fund to a local savings account and in controlling such funds until the inmate is released.

0702 OPENING OF SAVINGS ACCOUNT BY INMATE

A. Any inmate, other than those active or former participants of the Work Release Program, may request transfer of funds from the Trust Fund Account to Savings Account provided he/she has met the following requirements:

1. Been assigned to the facility for a minimum of 90 days;
2. Have in excess of a minimum balance of \$1,140.00 in his/her account, which represents six months worth of weekly draws, \$1,040.00 (\$40 X 26 weeks) plus \$100; and
3. Made a request in writing through the facility head giving the amount of money to be transferred and the name of the local financial institution in which the account is to be opened.

B. When these requirements have been met, the Trust Fund staff will enter the information into the Inmate Banking System (IBS), a module of OPUS (Offender Population Unified System). Trust Fund staff will use a type "3SV" for producing a special draw check for savings. A trust fund check will then be printed from the Inmate Banking System, made payable to the inmate and the financial institution. The following restrictive endorsement will be written on the check for the inmate:

For Deposit Only to Savings Account

In _____

(name of local banking institution)

To credit of within named payee only

(Inmate's Signature)

C. When a transaction type "3SV" is processed, the inmate's name is added to a list which is available in report job number 48, Inmate Savings. This report lists all inmates who have had a special draw from their Trust Fund account to deposit into a savings account at a local bank. This report should be printed at least monthly. Inmates' names are removed from the report when their savings account is cashed.

EFFECTIVE DATE:

SUPERSEDES ISSUE DATE:

PAGE NO.

NOVEMBER 17, 2003

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.0701

in and deposited to their Trust fund account by the (IB03)(ISV) transaction. The report identifies only the initial amount deposited into a savings account.

- D. After the check has been printed, the inmate's individual Trust Fund Account Statement (report job number 60) will be run and given to him/her for documentation. A copy of the check and the inmate's request shall be kept on file at the facility.
- E. The savings account will be opened in the name of the inmate. Names of employees of the Department of Correction may not be used on the account. The facility head will inform the bank in writing that the financial institution will not permit any transaction, either deposits or withdrawals, without the passbook or pre-printed withdrawal slips. The savings account passbook or account statements will be kept in the facility head's safe and identified as being opened with funds from the inmate's trust fund account. A copy of the current list from the Inmate Banking System (report job number 48, Inmate Savings) of inmates with savings accounts will be placed in the safe with the passbooks or account statements. The inmate's field jacket will call attention to the savings account.

.0703 GENERAL PROVISIONS AND INSTRUCTIONS

A. Withdrawals from Savings Account

- 1. The inmate will not be allowed to withdraw funds from the savings account for six months, except when transferred or in an emergency which will require the approval of the facility head.
- 2. In case of transfer to another facility, the inmate may select one of the following alternatives:
 - a. The inmate may allow the funds to remain on deposit where the account was opened. In this case, the sending facility will forward the savings account passbook or account statements with a letter of transmittal to the receiving facility. The transmittal letter will include the following:

Inmate's Name
Inmate's Number
Financial Institution
Savings Account Number
Current Balance

EFFECTIVE DATE:

SUPERSEDES ISSUE DATE:

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.0702

TRANSFER OF INMATES' TRUST FUND TO
TO LOCAL SAVINGS ACCOUNT

POLICIES - PROCEDURES

TAB:

NO:

1C FISCAL ADMINISTRATION

.0700

A copy of the transmittal letter will be placed in the field jacket. Upon receipt of the passbook or account statements, the receiving facility will sign the transmittal letter returning a copy to the sending facility.

- b. If the inmate desires to close the savings account, the transferring facility will transport the inmate to the financial institution where a check will be issued for the account balance. The mail room staff will enter the check into the Inmate Banking System, using the type "1SV", for deposit into the inmate's account which will be transferred when the inmate is transferred. After the mailroom staff have entered and balanced the batch for the funds from the savings account, they will forward the funds to the Trust funds staff for deposit. Two copies of the deposit receipt will be printed. The inmate and officer sign one copy, which is retained in the trust fund office. The inmate keeps the second copy.

B. Release of Inmate With Savings Account

When an inmate having a savings account is released from the system, the facility head will give passbook or account statements to the inmate after he has signed two copies of a prepared receipt. The following information will be shown on the receipt:

Inmate's Name
Inmate's Number
Financial Institution
Savings Account Number

One copy of the receipt will be filed with the releasing facility. The bank should be notified in writing immediately that the inmate has been released and there are no longer any restrictions on this account.

EFFECTIVE DATE:

SUPERSEDES ISSUE DATE:

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.0703



OPUS Information

Offender Information Screen

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Hide Side Menu Buttons	Back To Search Screen	Print	Refresh Screen
DOC Number: 0767480		Status: ACTIVE INMATE	DNA Test: DOJ RECEIVED
Name: LAKEMPER, COBEY W.		Birth Date: 09/03/1976	
SID: NC1142384A		FBI#: 9703120B0	SSN: XXX-XX-2520 (?)
<div> <div>Active Inmate Specific Information</div> <div># Infractions: 11 (12/17/2021)</div> <div>Crime Type: FELON</div> <div>Custody: CLOSE Nxt Rev:</div> <div>Cur. Loc: 4870-ALEXANDER C.J.</div> <div>Bed: JPDOF016</div> <div>Convicted: 02/07/2014</div> <div>Admitted: 02/07/2014</div> <div>SPL: L4</div> <div>Sp. Char: LIFE</div> <div>Control: REGULAR POPULATION Nxt Rev:</div> <div>Projected Release Date: LIFE</div> <div>Case Manager: MINTZ, BYRON A.</div> <div>Activity: LIBRARY CLERK</div> <div>Crime: MURDER FIRST DEGREE (PRINCIPAL)</div> <div>Last Movement: RECEIVED FROM BERTIE C.J.</div> <div>On: 03/09/2022</div> <div>Reason: DUTY</div> <div>PC Analyst: MITCHELL, NICOLE J</div> </div>			
<div> <div>Security Alert</div> <div>  </div> <div>SRG ASSOCIATE</div> <div>Victim: N</div> <div>Detain/PC: Y</div> <div>Alerts: Y</div> <div>Escapes: N</div> <div>Writs: N</div> <div>Warrants: N</div> <div>Conflicts: N</div> </div>			

Offender's Disciplinary Infractions History						
Date/Time/ Seq.#	Process Status	Violation	Verdict:	Actv Susp	Demotion	DSEG Time
Current Incarceration Period						
12/17/2021 10:00 2	FINALIZED	A16 - POSS AUDIO/VIDEO/IMAGE DEVICE	2 - UPHELD SANCTIONS			30
12/17/2021 10:00 1	REINVEST.	A16 - POSS AUDIO/VIDEO/IMAGE DEVICE	5 - RE-INVESTIGATE			
09/23/2021 09:45 1	FINALIZED	A10 - FIGHT-W/WEAPON OR REQ. OUT. MED	2 - GUILTY			20
07/16/2021 18:05 1	FINALIZED	B25 - DISOBEY ORDER	6 - COUNSELED			
02/19/2020 12:39 1	DISMISSED	C99 - ATTEMPT CLASS C OFFENSE	1 - DISMISSED			
02/08/2020 08:15 1	FINALIZED	B22 - FIGHTING; B25 - DISOBEY ORDER	2 - GUILTY 2 - GUILTY			15 15
02/28/2019 08:20 1	DISMISSED	C99 - ATTEMPT CLASS C OFFENSE	1 - DISMISSED			
12/03/2017 02:34 1	FINALIZED	A16 - POSS AUDIO/VIDEO/IMAGE DEVICE	2 - GUILTY			20
12/03/2017 01:50 1	FINALIZED	A12 - SUBSTANCE POSSESSION	2 - GUILTY			20
06/13/2017 19:00 1	FINALIZED	C03 - DISOBEY ORDER	2 - UPHELD SANCTIONS			30
06/08/2017 11:30 1	DISMISSED	C04 - FIGHTING	1 - DISMISSED			
05/03/2017 19:00 2	FINALIZED	A99 - ATTEMPT CLASS A OFFENSE C11 - MISUSE/UNAUTH-USE PHONE/MAIL	2 - UPHELD SANCTIONS 2 - UPHELD SANCTIONS			45 15
05/03/2017 19:00 1	REINVEST.	A99 - ATTEMPT CLASS A OFFENSE C11 - MISUSE/UNAUTH-USE PHONE/MAIL	5 - RE-INVESTIGATE 5 - RE-INVESTIGATE			
03/28/2017 14:15 1	FINALIZED	D03 - NO THREAT CONTRABAND	2 - GUILTY			
06/01/2016 12:15 1	FINALIZED	A18 - FALSE ALLEGATIONS ON STAFF	2 - UPHELD SANCTIONS			
04/12/2014 16:07 1	DISMISSED	D01 - UNAUTHORIZED LOCATION	1 - DISMISSED			

[Back To Search Screen](#)

Offender's Disciplinary Infraction

Back To Offender Screen Print

DOC Number: 0767480	Status: ACTIVE INMATE	DNA Test: DOJ RECEIVED
Name: LAKEMPER, COBEY W.	Birth Date: 09/03/1976	
SID: NC1142384A	FBI#: 970312DB0	SSN: XXX-XX-2520 (?)
Active Inmate Specific Information # Infractions: 11 (12/17/2021) Crime Type: FELON		
Custody: CLOSE Nxt Rev:	Cur. Loc: 4870 - ALEXANDER C.I.	Bed: JPODF016
Convicted: 02/07/2014	Admitted: 02/07/2014	SPL: L4
Sp. Char: LIFE	Control: REGULAR POPULATION	Nxt Rev:
Projected Release Date: LIFE	Case Manager: MINTZ, BYRONA	
Activity: LIBRARY CLERK	Crime: MURDER FIRST DEGREE (PRINCIPAL)	
Last Movement: RECEIVED FROM BERTIE C1	On: 03/09/2022	
Reason: DUTY	PC Analyst: MITCHELL, NICOLE	

Disciplinary Investigation (IS02)			
Offense Date:	07/16/2021	Time:	18:05
Sequence #:	1		
Facility:	4850 - PAMLICO CI		
Reported By:	MRM43 - MARIE, RYAN M.	To:	BAD59 - BURNS, ANTHONY D.
Reported Date:	07/16/2021	Time:	18:05
Location:	03 - DORMHOUSING UNIT		
Assigned Date:		Time:	00:00
To:	- NOT FOUND		
Start By Date:	07/17/2021	Time:	18:05
Start Extension Date:		Time:	
# Days:		Authorized By:	
Began Date:		Time:	00:00
Physical Evidence:	Witnesses Requested By Statement?:		
In Person?:			
Assistance Required?:	Assisted By:		
Complete By:	Time:		
Extended On:		Time:	
# Days:		Authorized By:	
Comp/Subm:		Time:	00:00
DD Contact:			
Rec Chgs:	B25 - DISOBEY ORDER		
Investigation Status:	5 - COUNSELED	Processing Status:	9 - FINALIZED

Disciplinary Charges and Plea (IS03)			
Offense Date:	07/16/2021	Time:	18:05
Facility:	4850 - PAMLICO CI		
Sequence #:	1		
Charge By:		Time:	00:00
Facility:			
Waive 24 HR?:			
Extended On:		Time:	
# Days:		Authorized By:	
Charged On:		Time:	
By:			
Assisted By:			
Disciplinary Offense:	B25 - DISOBEY ORDER		
Inmate Plea:	3 - NO PLEA		
Verdict:	5 - COUNSELED		
Punishment:		SUSP	SUSP
DSEG Days:			
Good/Earn Days Taken:			
Extra Duty Hours:			
Privilege(s) Lost:			
Demote From/To:			
Draw \$10:			
Activate Susp Pnsh?:			

Investigation Comments
WHILE CONDUCTING A SEARCH IN G-220 OCCUPIED BY OFFENDER LAKEMPER, AN OPUS LIST WAS FOUND. OFFENDER LAKEMPER WAS COUNSELED ON HAVING THE CONTRABAND AND THE POSSIBLE DISCIPLINARY ACTIONS.
Review Comments
NO REVIEW COMMENTS FOUND.
Appeal Comments
NO APPEAL COMMENTS FOUND.
Hearing Comments

NO HEARING COMMENTS FOUND.

[Back To Offender Screen](#)

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Revision: 1.2

EXHIBIT
AA

DC-410 (Rev. 07/15)

Per Policy, Chapter G, Section 0310(b)(4),
this grievance should be forwarded to the
Regional Director for Step 2 completion.

NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
PRISONS
ADMINISTRATIVE REMEDY PROCEDURE

Inmate Name: Cobey LaKemper

Inmate #: 0767480

Location: Pamlico C.I.

Date: 28 April 2021

Grievance Statement: This grievance is against Barney Owens for denying my Money Order Request to Elite Paralegal Services. Due to the blanket-ban on law libraries by NC DOC, and NCPLS not performing legal research, printing case law or making copies, I have relied on "EPS" for many years and held an "account" with them. I have three (3) pending civil cases and deadlines requiring hundreds of copies, and Owens is actively preventing me from paying for services by denying my request to issue MY MONEY. Owens and his staff foster a culture of bullying and retaliation and hatefulness, and use shocking methods such as this denial to retaliate against me for having filed lawsuits against DOC staff.

What remedy would resolve your grievance: Issue a \$900.00 money order to Elite Paralegal Services, per my 04-14-21 Request, without additional delay. Do not retaliate against me further for submitting this grievance, as Owens is reputed to do routinely against prisoners who employ grievance procedures.

Inmate Signature: [Signature]

OFFICIAL USE

Date received: 4/29/21

[Signature]
Receiving Officer Signature

SCB27
Staff ID

Facility #: 4850

Year: 2021

Housing #: 9pd-2

Sequence #: 00319

Distribution: White - Facility Copy; Pink - Inmate Copy

RFPD 0133



North Carolina Department of Public Safety

Prisons

Roy Cooper, Governor
Erik A. Hooks, Secretary

Timothy D. Moose, Chief Deputy Secretary
Todd E. Ishee, Director

Step One - Unit Response

Regarding Grievance No.: 4850-2021-GRD-2-00319
Received: 04/29/2021

Inmate: LAKEMPER, COBEY W. - 0767480
Location: 4850-PAMLICO CT - GPD-220A

In reference to your grievance dated April 28, 2021, in which you stated you put in a request form to have money sent to Elite Paralegal Services. You further stated the request was denied. An inquiry was conducted and in order for you to send money, you must submit the request form and attach proper documentation along with a written justification as to why. Examples of acceptable documentation would be a bill, invoice and or statement. State policy prohibits an offender from incurring debt while incarcerated. This means that full payment must accompany an order for a magazine, book, etc. Offenders can not place any order without payment, nor can offenders make monthly payments. No policy has been violated, therefore, no further action is necessary at this time.

05/04/2021

Date

DIXON, BRENDA

Staff Electronic Signature

(A) ☐ Agree with grievance response

(B) ☒ Appeal to Step Two (24-hour limit)

4 May 2021

Date

Coby L. [Signature]

Inmate Signature

5/4/21

Date

[Signature]

Witness Signature (optional)

cc: CTS

MAILING ADDRESS:
600 NORTH THIRD STREET
WAYBORO, NC 28515-9497



OFFICE LOCATION:
600 NORTH THIRD STREET
WAYBORO, NC 28515-9497
Telephone: (252) 45-3073
Fax: (252) 45-7608

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Defendants' Response to Plaintiff's RFPD

RFPD 0134

Cobey Lakemper v. Hooks et al; 5:20-cv-00831-37 Filed 04/05/24 Page 134 of 232



North Carolina Department of Public Safety

Roy Cooper, Governor
Erik A. Hooks, Secretary

Timothy D. Moose, Chief Deputy Secretary
Todd E. Ishoe, Director

Step Two - Area/Complex/Institution Response

Regarding Grievance No.: 4850-2021-GPD-2-00319
Received: 04/29/2021

Inmate: LAKEMPER, COBEY W - 0767480
Location: 4850-PAMLICO CI - GPD-220A

Agree with step 1 response. Your special draw request was denied due to you trying to send money to Elite Paralegal Services. Offenders may request approval for a special draw from their Trust Fund Account for such purposes as to help support dependents, pay an attorney or other legitimate creditor, procure articles, authorized under Department regulations and policies, transfer of funds from one inmates account to another, and to open a savings account in accordance with Departmental policy (Pamlico CI S.O.P. Offender Special Draw Requests IV (a)). Upon research of Elite Paralegal Services, it was discovered they are not a legal office, but an establishment that provides services. Offenders are only authorized to send money to licensed attorneys/legal agents. No further action is warranted at this time.

05/21/2021

Date

WOOTEN, JAKEE S.

Staff Electronic Signature

(A) ☐ Agree with grievance response

(B) ☒ Appeal to Secretary, DPS (24-hour limit)

21 May 2021

Date

[Signature]
Inmate Signature

21 May 2021

Date

[Signature]
Witness Signature (optional)

cc: CTS

MAILING ADDRESS:
601 NORTH THIRD STREET
BAYBORO, NC 28515-9197



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OFFICE LOCATION:
601 NORTH THIRD STREET
BAYBORO, NC 28515-9197
Telephone: (252) 735-3100
Fax: (252) 735-7698

Defendants' Response to Plaintiff's RFPD

RFPD 0135

Cobey Lakemper v. Hooks, et al; 5:20-cv-00831-37 Filed 04/05/24 Page 135 of 232



North Carolina Department of Public Safety
Division of Prisons

Roy Cooper, Governor
Erik A. Hooks, Secretary

Timothy D. Moose, Chief Deputy Secretary
Todd E. Ishee, Commissioner of Prisons
Brandeshawn Harris, Assistant Commissioner

TO: Barney Owens, Superintendent IV
Pamlico Correctional Institution

FROM: Ernest Riggs
Minnesota Unit Manager

DATE: 05/02/21

RE: Grievance # 00319

In response to your grievance concerning your special draw form, an investigation was conducted. Pamlico Correctional Institution SOP Section 1.10 Section F, states: 3. the offender is sending money to a church, organization, or any type of group, proper documentation must be attached, along with written justification. Examples of acceptable documentation would be a bill, invoice, or statement 6. states Policy prohibits an offender from incurring debt while incarcerated. This means that full payment must accompany an order for a magazine, book, etc. The offender cannot place the order without payment, nor can he make monthly payments.

FD: REB03

Cc: File

MAILING ADDRESS:
601 N. 3rd Street
Wayboro, NC 28515

www.ncdps.gov



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OFFICE LOCATION:
601 N. 3rd Street
Wayboro, NC 28515
Telephone: (252) 745-3074
Fax: (252) 745-7698

RE: step 2 follow up response needed for Cobey Lakemper #0767480 (Due on Thursday, May 20th)

Freeman, Teresa <Teresa.L.Freeman@ncdps.gov>

Fri 5/21/2021 9:58 AM

To: Wooten, JaKee <jakee.wooten@ncdps.gov>

Cc: Millis, Corie <corie.millis@ncdps.gov>

Ms. Wooten,

Sorry, I've got stopped to do something else 3 different times!!----make that 4....

Research was done by Administration previously, several months ago, on Elite Paralegal Services. This company is not a "legal" office. It is an establishment that provides services. Below is a list of what they provide per their website:

We provide a variety of services, publications, and forms for incarcerated people throughout the United States and beyond. A partial list of what EPS offers includes: legal research and forms, case law and shepardizing, editing and typing of legal and other documents, b/w and color photocopies, internet information searches, family and friend locator services, Amazon/book purchases, photo reproduction and enlargement, small business info, pen pals, celebrity and other photos, flowers for your loved one, and much, more.

Per policy, 1.10 IV (a) "Offenders may request approval for a special draw from their Trust Fund Account for such purposes as to help support dependents, pay an attorney or other legitimate creditor, procure articles authorized under Department regulations and policies, transfer of funds from one inmate's account to another, and to open a savings account in accordance with Departmental policy."

Per policy IV (f) (3) proper documentation must be attached to special draws along with justification. Per policy, examples of acceptable documentation would be a bill, invoice or statement.

Per policy 1.10 IV(4), if the offender's request is for a purchase, the order form must accompany the Special Draw Request.

I hope this helps,

Teresa L. Freeman
NC Dept. of Public Safety—Prisons
Pamlico Correctional Institution #4850
601 North Third Street
Bayboro, NC 28515
Phone (252) 745-3074
Fax (252) 745-2875
Teresa.L.freeman@ncdps.gov
www.ncdps.gov

From: Wooten, JaKee

Sent: Thursday, May 20, 2021 6:35 PM

To: Freeman, Teresa <Teresa.L.Freeman@ncdps.gov>

Cc: Millis, Corie <corie.millis@ncdps.gov>

Subject: Re: step 2 follow up response needed for Cobey Lakemper #0767480 (Due on Thursday, May 20th)

I'm still trying to understand why it was denied. He was requesting to make a payment to a paralegal, would that not fall under the attorney category or does it actually have to be an attorney? I need clarity to explain exactly why the money order was denied. Going forward, could you please send me updated response for grievances. The documentation you send to the offenders is not technically responding to the grievance. You can add it for supporting documentation but it's not a grievance response. Please advise Friday morning so I can turn this grievance in. I have to leave early Friday. Thanks.

JaKee Wooten

Correctional Programs Director I

NC Department of Public Safety

Division of Adult Corrections and Juvenile Justice

Pamlico Correctional Institution #4850

601 N. 3rd St.

Bayboro, NC 28515

(252) 745-3074

(252) 745-7698 FAX

jakee.wooten@ncdps.gov

www.ncdps.gov

From: Freeman, Teresa <Teresa.L.Freeman@ncdps.gov>

Sent: Tuesday, May 18, 2021 11:53 AM

To: Wooten, JaKee <jakee.wooten@ncdps.gov>

Cc: Millis, Corie <corie.millis@ncdps.gov>

Subject: RE: step 2 follow up response needed for Cobey Lakemper #0767480 (Due on Thursday, May 20th).

Teresa L. Freeman
NC Dept. of Public Safety -- Prisons
Pamlico Correctional Institution #4850
601 North Third Street
Bayboro, NC 28515
Phone (252) 745-3074
Fax (252) 745-2875
Teresa.L.freeman@ncdps.gov
www.ncdps.gov

From: Wooten, JaKee
Sent: Tuesday, May 18, 2021 11:23 AM
To: Freeman, Teresa <Teresa.L.Freeman@ncdps.gov>
Cc: Millis, Corie <corie.millis@ncdps.gov>
Subject: step 2 follow up response needed for Cobey Lakemper #0767480 (Due on Thursday, May 20th)
Importance: High

Hello,

Could you please submit a statement why the offender was denied his money order? There is no statement from trust fund/accounting in CTS trust fund department. Also, please sign the statement so when I upload it in CTS if it goes to the grievance board they will see the statement was from somebody in trust fund. Thank you.

JaKee Wooten

Correctional Programs Director I

NC Department of Public Safety

Division of Adult Corrections and Juvenile Justice

Pamlico Correctional Institution #4850

601 N. 3rd St.

Bayboro, NC 28515

(252) 745-3074

(252) 745-7698 FAX

jakee.wooten@ncdps.gov

www.ncdps.gov

Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official

Exhibit
AB

DC-410 (Rev. 07/15)

NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
PRISONS
ADMINISTRATIVE REMEDY PROCEDURE

Inmate Name: Cobey LaKemper

Inmate #: 0767480

Location: Pamlico

Date: 31 August 2021

Grievance Statement: This grievance is against ANY and ALL actors associated with the PCI mailroom for forwarding my outgoing LEGAL MAIL (as defined by Policy, Chapter D, Section 0308(b)(1)) to SRG staff before mailing it, thereby routinely delaying it without justification or proper authority. Neither the SRG Manual nor Mail Policy provide DOC actors with authority to routinely delay my time-sensitive outgoing Legal Mail, and this unlawful nonsense is yet another example of the mailroom's unmanaged dysfunction and PCI staff demonstrating that rules do not apply to them.

What remedy would resolve your grievance?: Stop forwarding my outgoing Legal Mail to SRG staff immediately. Doing so serves no purpose and only causes delay of time-sensitive material. Do not retaliate against me for submitting this grievance.

Inmate Signature: [Signature]

OFFICIAL USE

Date received: 9/1/21

[Signature]
Receiving Officer Signature

501320
Staff ID

Facility #: 4850

Year: 2021

Housing #: GPD2

Sequence #: 16002

Distribution: White - Facility Copy; Pink - Inmate Copy



North Carolina Department of Public Safety

Prisons

Roy Cooper, Governor
Erik A. Hooks, Secretary

Timothy D. Moose, Chief Deputy Secretary
Todd E. Ishee, Director

Step One - Unit Response

Regarding Grievance No.: 4850-2021-GPD-2-16002
Received: 09/01/2021

Inmate: LAKEMPER, COBEY W - 0767480
Location: 4850-PAMLICO CI - GPD-220A

In reference to your grievance dated August 31, 2021 in which you stated you would like for the staff to stop forwarding your outgoing legal mail to the SRG staff. You further stated that forwarding your mail serves no purpose and only causes delay of time-sensitive material. An investigation was conducted and Outgoing legal mail defined as Mail to or from attorneys, state and federal courts, the Attorney Generals of the United States and the State of North Carolina, the Judiciary System, the Industrial Commission, consular officials, legal aid services or a paralegal is logged, stamped with mailed from Pamlico CI and routed directly to the US Post Office within 24 hours of being received by the Mailroom. Legal mail is not opened by mailroom or SRG staff.

Pamlico Correctional Institution SOP Administration 1.25 Mailroom Operations states Outgoing Mail will be sorted into Indigent, Legal, SRG, Regular Stamped Mail, and Internal Mail. Except for weekends, holidays and during emergency situations all outgoing mail will be processed within twenty-four hours of receiving it in the mailroom. Inspection of outgoing legal may be inspected by the Unit Manager, Asst. Unit Manager, Captain and Lieutenant for contraband in the presence of the offender prior to being sealed. Mail items already sealed and dropped into the mail/grievance drop box after regular operating hours may be inspected in the presence of the offender if there is any questions as to the contents, or whether an addressee qualifies as a legal mail recipient as define by DPS policy. No policy has been violated, therefore, no further action is necessary at this time.

09/13/2021
Date

DIXON, BRENDA
Staff Electronic Signature

(A) ☐ Agree with grievance response

(B) ☒ Appeal to Step Two (24-hour limit)

13 September 2021
Date

Inmate Signature

MAILING ADDRESS:
601 NORTH THIRD STREET
BAYBORO, NC 28515-0497



OFFICE LOCATION:
601 NORTH THIRD STREET
BAYBORO, NC 28515-0497
Telephone: (252) 745-3074
Fax: (252) 745-7698

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North Carolina Department of Public Safety

Prisons

Roy Cooper, Governor
Erik A. Hooks, Secretary

Timothy D. Moose, Chief Deputy Secretary
Todd E. Ishee, Director

Step Two - Area/Complex/Institution Response

Regarding Grievance No.: 4850-2021-GPD-2-16002
Received: 09/01/2021

Inmate: LAKEMPER, COBEY W - 0767480
Location: 4850-PAMLICO CT - SEGI-014

Agree with step 1 response. Outgoing legal mail is defined as mail to or from attorneys, state and federal courts, the Attorney General of the United States and the State of North Carolina, the judiciary system, the Industrial Commission, consular officials, legal aid services or a paralegal. (Chapter 12, 0308, (b) Offender Use of Mail). Within 24 of receiving mail, the mailrooms logs, stamps "mailed from Pamlico CT", and then routes mail directly to the US Post Office. Legal mail is not opened by mailroom or SRG staff. No policies were violated and no further action is warranted at this time.

09/23/2021
Date

WOOTEN, LAKEE S.
Shift Electronic Signature

(A) ☐ Agree with grievance response

(B) ☒ Appeal to Secretary, DPS (24-hour limit)

Sept 2021
Date

Inmate Signature

Date

Witness Signature (optional)

cc: CTS

* need copy *

MAILING ADDRESS:
601 NORTH THIRD STREET
HAYBORO, NC 28515-9497



OFFICE LOCATION:
601 NORTH THIRD STREET
HAYBORO, NC 28515-9497
Telephone (252) 481-3000
Fax (252) 745-7608

WWW.NCDPS.GOV

An Equal Opportunity Employer/Minority Action Employer

RFPD 0143



North Carolina Department of Public Safety
Division of Prisons

Roy Cooper, Governor
Casandra Skinner Hoekstra, Interim Secretary

Timothy D. Moose, Chief Deputy Secretary
Todd E. Ishee, Commissioner of Prisons
Brandeshawn Harris, Assistant Commissioner

TO: Barney Owens, Superintendent IV
Pamlico Correctional Institution

FROM: Ernest Riggs
Minnesota Unit Manager

DATE: 09/08/21

RE: Grievance # 16002

In response to your grievance concerning your legal mail being forward to the SRG staff. An inquiry was conducted. Outgoing legal mail defined as "Mail to or from attorneys, state and federal courts, the Attorney Generals of the United States and the State of North Carolina, the Judiciary System, the Industrial Commission, consular officials, legal aid services or a paralegal" is logged, stamped with mailed from Pamlico CI and routed directly to the US Post Office within 24 hours of being received by the Mailroom. Legal mail is not opened by mailroom or SRG staff. Pamlico Correctional Institution SOP Administration 1.25 Mailroom Operations states: Outgoing Mail will be sorted into Indigent, Legal, SRG, Regular Stamped Mail, and Internal Mail. Except for weekends, holidays and during emergency situations all outgoing mail will be processed within twenty-four hours of receiving it in the mailroom. Inspection of outgoing legal may be inspected by the Unit Manager, Asst. Unit Manager, Captain and Lieutenant for contraband in the presence of the offender prior to being sealed. Mail items already sealed and dropped into the mail/grievance drop box after regular operating hours may be inspected in the presence of the offender if there is any questions as to the contents, or whether an addressee qualifies as a legal mail recipient as defined by DPS policy.

FD: REB03

MAILING ADDRESS:
4260 Mail Service Center
Raleigh NC 27699-4260

www.ncdps.gov



An Equal Opportunity Employer

OFFICE LOCATION:
831 West Morgan Street,
Raleigh, NC 27699-4260
Telephone: (919) 838-4000
Fax: (919) 733-8272



North Carolina Department of Public Safety

Division of Prisons

Roy Cooper, Governor
Cassandra Skinner Hoekstra, Interim Secretary

Timothy D. Moose, Chief Deputy Secretary
Todd E. Ishee, Commissioner of Prisons
Brandeshawn Harris, Assistant Commissioner

Date: September 7, 2021

To: Ernest Riggs
Correctional Housing Unit Manager
Pamlico Correctional Institution

From: Corie Millis *Corie Millis*
Administrative Officer
Pamlico Correctional Institution

RE: Grievance Response -- 16002 -- C. LaKemper

Offender Cobey LaKemper 0767480 claims that his outgoing legal mail is forwarded to SRG staff before it is mailed from the facility.

Outgoing legal mail defined as "Mail to or from attorneys, state and federal courts, the Attorney Generals of the United States and State of North Carolina, the Judiciary System, the Industrial Commission, consular officials, legal aid services or a paralegal" is logged, stamped with Mailed from Pamlico CI and routed directly to the US Post Office within 24 hours of being received by the Mailroom. Legal mail is not opened by mailroom or SRG Staff.

Pamlico Correctional Institution SOP Administration 1.25 Mailroom Operations,

Outgoing Mail

The mail will be sorted into Indigent, Legal, SRG, Regular Stamped Mail, and Internal Mail. Except for weekends, holidays and during emergency situations all outgoing mail will be processed within twenty-four (24) hours of receiving it in the mailroom.

Inspection of Outgoing Legal Mail

Outgoing legal mail may be inspected by the Unit Manager, Assistant Unit Manager, Captain, and Lieutenant for contraband in the presence of the offender prior to being sealed. Mail items already sealed and dropped into the mail/grievance drop box after regular operating hours may be inspected in the presence of the offender if there is question as to the contents, or whether an addressee qualifies as a legal mail recipient as defined by DPS policy.

CM

MAILING ADDRESS:
601 N. 3rd Street
Bayboro, NC 28515

www.ncdps.gov



An Equal Opportunity Employer

OFFICE LOCATION:
601 N. 3rd Street
Bayboro, NC 28515
Telephone: (252) 745-3074
Fax: (252) 745-7698

RFPD 0145

PRISONS
PERSONAL PROPERTY INVENTORY[illegible]

I certify that all personal property in the possession of the above offender has been listed on this inventory, with the description and disposition correctly stated.

M. Estela
Officer's Name (Print)

Officer's Signature / Date: [Signature] 10/13/21

I acknowledge the accuracy and completeness of this inventory.

Offender Signature # 0767480
OPUS Number

6/13/04/2021
Date

I certify that I have received the above listed articles of personal property in the condition specified.

DISTRIBUTION:

WHITE - FACILITY FILE
BLUE - PROPERTY / UNIT FILE
YELLOW - OFFENDER COPY

Offender Signature / Date

Defendants' Response to Plaintiff's RFPD

Cobey LaKemper v. Hooks, et al; 5:20-cr-3083

RFPD 0146

PRISONS
PERSONAL PROPERTY INVENTORY

NAME: COBET LAKEEMPER				OPUS # 0767480		FACILITY: 4880		DATE: 10/13/21	
Transfer-In	Transfer-Out	Search	Dorm-to-Seg	Out-to-Court	Add to Inventory	Other:			
MAILED TO:						DISPOSITION			
NAME:						(S)=STORED (C)=CONTRABAND (M)=MAILED			
ADDRESS:						(I)=IN OFFENDER'S POSSESSION (D)=DONATE			
CITY / STATE / ZIP									
Items: Description (Detailed and complete include condition) F=Fair G=Good P=Poor N=New									
Q T Y	ITEM					COLOR	CONDITION	DISPOSITION	
	Assorted LEGAL WORK						F	F	
6	CHIPS								
4	BAK. COFFEE								
2	TORILLAI								
2	PAPER MILK								
2	RICE								
5	MACARONI								
2	COFFEE CREAMER								
3	CEREAL								
1	CANDY BAR								
2	BAGS								
3	SAUSAGE								
5	STAMPS								
1	NEW BALANCE SHOES								
3	MAGAZINE								
2	NAIL CLIPPERS								
1	PLASTIC CUP								
1	PLASTIC BOWL								
1	SHOWER SHOE								
1	RADIO W/ EARBUDS								
1	GLASSES W/ LENS								
2	SHAMPOO								

I certify that all personal property in the possession of the above offender has been listed on this inventory, with the description and disposition correctly stated.

M. ESTEY
Officer's Name (Print)

[Signature] 10/13/21
Officer's Signature / Date

I acknowledge the accuracy and completeness of this inventory.

[Signature]
Offender Signature

0767480
OPUS Number

10/13/2021
Date

I certify that I have received the above listed articles of personal property in the condition specified.

DISTRIBUTION:

WHITE - FACILITY FILE
BLUE - PROPERTY / UNIT FILE
YELLOW - OFFENDER COPY

[Signature] 10/13/2021
Offender Signature / Date

RFPD 0147

**PRISONS
PERSONAL PROPERTY INVENTORY**

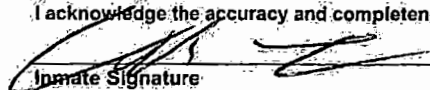
NAME: <u>Cobey Lakemper</u>				OPUS # <u>0767480</u>		FACILITY: <u>4850</u>		DATE: <u>12/2/21</u>	
Transfer-In	Transfer-Out	Search	Dorm-to-Seg	Out-to-Court	Add to Inventory	Other:			
MAILED TO:						DISPOSITION			
NAME:						(S)=STORED (C)=CONTRABAND (M)=MAILED			
ADDRESS:						(I)=IN INMATE'S POSSESSION (D)=DONATE			
CITY / STATE / ZIP									
Items: Description (Detailed and complete include condition): F=Fair G=Good P=Poor N=New									
QTY	ITEM				COLOR	CONDITION	DISPOSITION		
5	Stamps					F	F		
1	Medical books					F	I		
1	New Balance					F	I		
2	Carabags					F	I		
5	Magazine					F	I		
1	Bag of cotton					F	I		
1	shower shoes					F	I		
1	Eye glasses					F	I		
	Meloxicam 75mg, APAP 250mg, Acetaminophen 650mg, Multi-Vitamin					F	I		
	Acetaminophen 650mg					F	I		
1	Radio Shack phone					F	I		
2	cable pencils					F	I		
1	Pain cream					F	I		
	Assorted hygiene					F	I		
1	pkg. aspirin/carb.					F	I		
1	Wallet					F	I		
1	Razor					F	I		
1	Magazines					F	I		
3	Books					F	I		
1	Floss					F	I		
1	eyedrops					F	I		
1	Folder's legal mail					F	I		

I certify that all personal property in the possession of the above inmate has been listed on this inventory, with the description and disposition correctly stated.

Officer's Name (Print)

Officer's Signature / Date

I acknowledge the accuracy and completeness of this inventory.


Inmate Signature

0767480
OPUS Number

13 Oct 2021
Date

I certify that I have received the above listed articles of personal property in the condition specified.

DISTRIBUTION:

WHITE - FACILITY FILE
BLUE - PROPERTY / UNIT FILE
YELLOW - INMATE COPY

Inmate Signature / Date

Defendants' Response to Plaintiff's RFPD

Cobey Lakemper v. Hooks, et al; 5:20-CV-3083

RFPD 0148

**PRISONS
PERSONAL PROPERTY INVENTORY**

AE: Lakemper, Cobey OPUS # 0767150 FACILITY: 1950 DATE: 23 Sep 21
 Transfer-In Transfer-Out Search Room-to-Seg Out-to-Court Add to Inventory Other:
 MAILED TO: _____ DISPOSITION
 NAME: _____ (S)=STORED (C)=CONTRABAND (M)=MAILED
 ADDRESS: _____ (I)=IN INMATE'S POSSESSION (D)=DONATE
 CITY/STATE/ZIP: _____

QTY	DESCRIPTION (Detailed and complete include condition)	F=Fair	G=Good	P=Poor	N=New	COLOR	CONDITION	DISPOSITION
5	Stamps					nd	F	I
1	pair glasses w/ case					blu/gr	F	I
2	putties					br	F	I
1	glasses case					gr/y	F	I
2	waterproof					blu	F	I
1	pair new pulser					wh	F	I
1	dark comb					blu	F	I
	personal mail					br	F	I
3	25 stamps					br	F	I
1	bottle vitamin					wh	F	I
1	bg comb					wh	F	I
2	comb					blu/gr	F	I
2	tooth brush w/ case					br	F	I
1	bg cotton glove					br	F	I
1	bg glove					grn	F	I
1	deodorant					br/1	F	I
1	soap dish					br	F	I
1	hair & body wash					br	F	I
1	shaver					blu	F	I
	on plug					nd	F	I
1	skin cream					blu	F	I
1	After shave					gr/y	F	I

I certify that all personal property in the possession of the above inmate has been listed on this inventory with the description and disposition correctly stated.

Officer's Name (Print): [Signature] Officer's Signature / Date: [Signature] 23 Sep 21
 I acknowledge the accuracy and completeness of this inventory.
 Inmate Signature: [Signature] # 0767150 Date: 13 Oct 2021
 OPUS Number

I certify that I have received the above listed articles of personal property in the condition specified:
 DISTRIBUTION:
 WHITE - FACILITY FILE
 BLUE - PROPERTY / UNIT FILE
 YELLOW - INMATE COPY
 Inmate Signature / Date: _____

PRISONS
PERSONAL PROPERTY INVENTORY

NAME: <u>Lahey, Robert</u>		OPUS # <u>0267460</u>		FACILITY: <u>450</u>		DATE: <u>22 Sep 4</u>	
Transfer-In	Transfer-Out	Search: <u>2</u>	Term-to-Seg. <u>2</u>	Out-to-Court	Add-to-Inventory	Other:	
MAILED TO:					DISPOSITION:		
NAME:					<input checked="" type="checkbox"/> (S)=STORED <input checked="" type="checkbox"/> (C)=CONTRABAND <input checked="" type="checkbox"/> (M)=MAILED		
ADDRESS:					<input checked="" type="checkbox"/> (I)=IN INMATE'S POSSESSION <input checked="" type="checkbox"/> (D)=DONATE		
CITY / STATE / ZIP							

QTY	ITEM	COLOR	CONDITION	DISPOSITION
6	AAA Sunk	whit	F	I
1	toys pile	whit	F	I
1	pyre cream	pink	F	F
1	Hot Choco (cater)	brn	F	F
6	AA batteries	yel	F	F
5	coffee bags	brn	F	I
2	creamers bottles	brn	F	F
2	jars coffee	cl	F	F
1	chry milk	cl	F	F
1	jean	whit	F	F
2	machet	glv	F	F
1	funny	grn	F	F
1	shower gloves	brn	F	F
1	whit kit	blk	F	F
1	relin	cl	F	F
	bug rule	cl	F	F
1	bug screen box	pink	F	F
1	bug's tea	grn	F	F
1	eye glass case Carter	grn	F	F
	Assembled legel mail	brn	F	F
1	the new man in pink for local	glv	F	F
	mask	whit	F	F

I certify that all personal property in the possession of the above inmate has been listed on this inventory, with the description and disposition correctly stated.

Officer's Name (Print)

Officer's Signature / Date

I acknowledge the accuracy and completeness of this inventory.

Inmate Signature

0767480
OPUS Number

Date _____

I certify that I have received the above listed articles of personal property in the condition specified:

DISTRIBUTION:

WHITE - FACILITY FILE
BLUE - PROPERTY / UNIT FILE
YELLOW - INMATE COPY

Inmate Signature / Date:

Defendants' Response to Plaintiff's RFPD

Cobey LaKemper v. Hooks, et al; 5:20-CT-3083

RFPD 0150

PRISONS
PERSONAL PROPERTY INVENTORY

NAME: <u>Carlyle, Gary</u>			OPUS # <u>076760</u>		FACILITY <u>4950</u>		DATE: <u>23 Sep 4</u>	
Transfer-In	Transfer-Out	Search	<u>Dorm-to-Seg</u>	Out-to-Court	Add to Inventory	Other:		
MAILED TO:					DISPOSITION			
NAME:					(S)=STORED (C)=CONTRABAND (M)=MAILED			
ADDRESS:					(I)=IN INMATE'S POSSESSION (D)=DONATE			
CITY / STATE / ZIP								
Items	Description (Detailed and complete include condition)	F=Fair	G=Good	P=Poor	N=New			
QTY	ITEM	COLOR	CONDITION	DISPOSITION				
3	Bar duff	Cr	P	7				
1	Grey wire Clipper	grey	P	7				
2	Blue jeans	blue	P	7				
5	G.I. socks	cr	P	7				
1	maxim	wt	P	7				
2	mao. Lble	lv	P	7				
1	photo album w/ 46 pictures	brn	P	7				
2	chaps	grey	P	7				
1	blouse	wt	P	7				
1	orange	wt	P	7				
1	Cappuccino Cream	wt	P	7				
2	Auto boxes	cr	P	7				
2	Acetaminophen bottles	yel	P	7				
1	Guthe soap	wt	P	7				
1	dot to dot promote	yel	P	7				
1	Apax	yel	P	7				
1	I Her water	yel	P	7				
1	me to pen	yel	P	7				
1	best tall 9 feet	cr	P	7				
1	cut me in cell	red	P	7				
1	bet in	bl	P	7				
1/2	plg 1 - tree	cr	P	7				

I certify that all personal property in the possession of the above inmate has been listed on this inventory, with the description and disposition correctly stated.

Officer's Name (Print)

Officer's Signature / Date

I acknowledge the accuracy and completeness of this inventory.

Immature Signature

0161480
OPUS Number

Date _____

I certify that I have received the above listed articles of personal property in the condition specified.

DISTRIBUTION:

WHITE - FACILITY FILE
BLUE - PROPERTY / UNIT FILE
YELLOW - INMATE COPY

Inmate Signature / Date

RFPD 0151

Defendants' Response to Plaintiff's RFPD

Case 5:20-ct-03083-FL Document 8
Cobey LaKemper v. Hooks, et al; 5:20-CT-3083

Filed 04/05/24 Page 151 of 232

PRISONS PERSONAL PROPERTY INVENTORY

NAME: Lakemper, Cobey

Transfer-In: ☐ Transfer-Out: ☐ Search: ☐ Dorm-to-Seg: ☐ Out-to-Court: ☐ Add to Inventory: ☐ Other: ☐

OPUS # 0767480

FACILITY: 4456

DATE: 27 Sep 21

NAME:

MAILED TO:

ADDRESS:

CITY / STATE / ZIP

(S)=STORED (C)=CONTRABAND (M)=MAILED

DISPOSITION

(I)=IN INMATE'S POSSESSION (D)=DONATE

Items: Description: (Detailed and complete include condition)

F=Fair

G=Good

P=Poor

N=New

ITEM

COLOR

CONDITION

DISPOSITION

QTY	ITEM	COLOR	CONDITION	DISPOSITION
5	Pers			
1	necklace			
1	bracelet			
3	Pur 9k2 9k12	61A	F	S
1	mirror	91A	F	S
1	lock w/ key ad	91A	F	S
2	toilet paper	101A	F	S
1	clippers	91A	F	S
4	oil bottles	91A	F	S
1	myc w/ lid	91A	F	S
1	bowl w/ lid	61A	F	S
1	calculator	61A	F	S
1	badly lathe	61A	F	S
1	color butter lathe	61A	F	S
1	both are graner powder	61A	F	S
1	baggy cards	61A	F	S
1	carton of food	61A	F	S
1	bag receipts	61A	F	S
1	bag 61A 91A	61A	F	S
1	glue box	61A	F	S

I certify that all personal property in the possession of the above inmate has been listed on this inventory, with the description and disposition correctly stated.

Officer's Name (Print)

I acknowledge the accuracy and completeness of this inventory.

Inmate Signature

Officer's Signature / Date

0767480
OPUS Number

13 Oct 2021
Date

I certify that I have received the above listed articles of personal property in the condition specified.

AGILITY FILE
PROPERTY / UNIT FILE
INMATE COPY

RFPD 0152

Defendants' Response to Plaintiff's RFPD

Cobey Lakemper v. Hooks, et al; 5:20-CT-3083

Case 5:20-ct-03083-FL Document 81-37 Filed 04/05/24 Page 152 of 232

Inmate Signature / Date

[illegible]

Sgt T Dunn
Officer's Name (Print)


Officer's Signature / Date

Inmate Signature

y. # 0767480
OPUS Number

29 July 2021
Date

WHITE - FACILITY FILE
BLUE - PROPERTY / UNIT FILE
YELLOW - INMATE COPY


Inmate Signature / Date

I certify that all personal property in the possession of the above inmate has been listed on this inventory with the description and disposition correctly stated.

On this inventory, with the description and disposition

J. White 3/9/21

Officer's Signature / Date

I certify that I have received the above listed articles of personal property in the condition specified.

9 Mar 2021
Inmate Signature / Date.

PRISONS
PERSONAL PROPERTY INVENTORY[illegible]

I certify that all personal property in the possession of the above inmate has been listed on this inventory, with the description and disposition correctly stated.

R. OCTAVE
Officer's Name (Print)

Officer's Signature / Date

I acknowledge the accuracy and completeness of this inventory.

Inmate Signature _____

OPUS Number

18 Dec 2020
Date

I certify that I have received the above listed articles of personal property in the condition specified.

DISTRIBUTION:

WHITE - FACILITY FILE
BLUE - PROPERTY/UNIT FILE
YELLOW - INMATE COPY

Call 28 Dec 2028
Inmate Signature / Date

Defendants' Response to Plaintiff's RFPD

Cobey LaKemper v. Hooks, et al.; 5:20-CT-3083

Filed 04/05/24

Page 156 of 232

RFPD 0156

PRISONS
PERSONAL PROPERTY INVENTORY

NAME: <u>Cobey Lakemper</u>				OPUS # <u>0767480</u>		FACILITY: <u>Pen/CO</u>		DATE: <u>12/18/20</u>	
Transfer-In	Transfer-Out	Search	Dorm-to-Seg	Out-to-Court	Add to Inventory	Other:			
MAILED TO:					DISPOSITION				
NAME:					(S)=STORED (C)=CONTRABAND (M)=MAILED				
ADDRESS:					(I)=IN INMATE'S POSSESSION (D)=DONATE				
CITY / STATE / ZIP									
Items:	Description (Detailed and complete include condition)			F=Fair	G=Good	P=Poor	N=New		
QTY	ITEM				COLOR	CONDITION	DISPOSITION		
1	Dial Roll on Deodorant				White	F	I		
1	Aim Toothpaste				White	F	I		
1	Bag Cotton Swabs				Blue	F	I		
1	Voss Men 3in 1				Blue	F	I		
1	Seave Shampoo 1/2 full				Green	F	I		
1	Toothbrush w plastic holder				Purple	F	I		
1	infuzed Body lotion				White	F	I		
1	Comb				Black	F	I		
1	Braun Shaver				Blue	F	I		
1	Pair Glasses w case				Green	F	I		
12	Batteries				Green	F	I		
1	Soap Dish				Clear	F	I		
1	Radio w head phone				Clear	F	I		
4	Colored pencils / Pink / Green Blue / Black				—	F	I		
1	Box colored pencils				Yellow	F	I		
1	Pair Shower Shoes				Blown	F	I		
1	Pair New Balance				White	F	I		
	Assorted legal Mail					F	I		
1	Webster's Dictionary				Blue	F	I		
1	Abner Fighting in hell				Red	F	I		
1	Novel Hell on wheels				Yellow	F	I		
1	Novel on the Rd with Janis Joplin				Black	F	I		

I certify that all personal property in the possession of the above inmate has been listed on this inventory, with the description and disposition correctly stated.

Sgt Tammy Dunn
Officer's Name (Print)

Sgt Tammy Dunn 12/18/20
Officer's Signature / Date

I acknowledge the accuracy and completeness of this inventory.	
<u>[Signature]</u> Inmate Signature	# <u>0767480</u> OPUS Number
	<u>18 Dec 2020</u> Date

I certify that I have received the above listed articles of personal property in the condition specified.

DISTRIBUTION:

WHITE - FACILITY FILE
BLUE - PROPERTY / UNIT FILE
YELLOW - INMATE COPY

[Signature] 12/18/20
Inmate Signature / Date

Defendants' Response to Plaintiff's RFPD

RFPD 0157

PRISONS
PERSONAL PROPERTY INVENTORY

NAME: <u>Cobey Lakemper</u>				OPUS # <u>0767480</u>		FACILITY: <u>Ramlico</u>		DATE: <u>12/18/20</u>	
Transfer-In:	Transfer-Out	Search	Dorm-to-Seg.	Out-to-Court	Add to Inventory	Other:			
MAILED TO:					DISPOSITION				
NAME:					(S)=STORED (C)=CONTRABAND (M)=MAILED				
ADDRESS:					(I)=IN INMATE'S POSSESSION (D)=DONATE				
CITY / STATE / ZIP:									
Items: Description (Detailed and complete include condition): F=Fair G=Good P=Poor N=New									
Q T Y	ITEM				COLOR	CONDITION	DISPOSITION		
36	Blow Pops				Assorted	F	I		
2	Vanilla Instant Coffee				B	F	I		
1	Hazelnut Instant Coffee				B	F	I		
12	Bags Espresso				Purple	F	I		
1	Bag Cafe Delight Sugar Substitute				Purple	F	I		
8	Sardines Bags				Blue/white	F	I		
1	Bag Mackerel				Blue/white	F	I		
3	Bags Fire Balls				Yellow	F	I		
4	Delicata Cheesy Rice				Orange	F	I		
1	Refried Bean				Yellow	F	I		
1	Bag BB Corn Chips				Orange	F	I		
1/2	Bag Raisin Brand				Purple	F	I		
1	Coffee mate Chocolate 1/4 full				Brown	U	I		
1	Coffee mate Chocolate New unopened				Brown	F	I		
1	Hillshire Farms Summer Sausage				Brown	F	I		
1	Jalapeno Cheese Snack unopened				Yellow	F	I		
1	Black 3oz Bacon Jalapeno				White	F	I		
1	Smoked Cheddar				Yellow	F	I		
1	Bag 3.75 oz All-stars assort. Candy				White	F	I		
8 1/2	Jars of Peter Pan Peanut Butter				Clear	F	I		
4 3/4	Jars Honey				Clear	F	I		
4	1.5 oz Bags BBQ Sauce				White	F	I		

I certify that all personal property in the possession of the above inmate has been listed on this inventory, with the description and disposition correctly stated.

Sgt Tammy Dunn
Officer's Name (Print)

Sgt Tammy Dunn 12/18/20
Officer's Signature / Date

I acknowledge the accuracy and completeness of this inventory.

[Signature]
Inmate Signature

0767480
OPUS Number

18 Dec 2020
Date

I certify that I have received the above listed articles of personal property in the condition specified.

DISTRIBUTION:

WHITE - FACILITY FILE
BLUE - PROPERTY / UNIT FILE
YELLOW - INMATE COPY

[Signature] 12/18/20
Inmate Signature / Date

Defendants' Response to Plaintiff's RFPD

Cobey Lakemper v. Hooks, et al; 5:20-cv-3083

Filed 04/05/24

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RFPD 0158

PRISONS PERSONAL PROPERTY INVENTORY

[illegible]

I certify that all personal property in the possession of the above inmate has been listed on this inventory, with the description and disposition correctly stated.

Dustin Locklear/Barnhill-Chamra, Krista
Officer's Name (Print)

Officer's Signature / Date 18 Dec 20

I acknowledge the accuracy and completeness of this inventory.

[Signature] # 0767480 18 Dec 2020
Inmate Signature OPUS Number Date

I certify that I have received the above listed articles of personal property in the condition specified.

DISTRIBUTION:

WHITE - FACILITY FILE
BLUE - PROPERTY / UNIT FILE
YELLOW - INMATE COPY

Inmate Signature / Date

PRISONS
PERSONAL PROPERTY INVENTORY

NAME: <u>Cobey Lakemper</u>		OPUS # <u>0767480</u>	FACILITY: <u>4885</u>	DATE: <u>18 Dec 20</u>
Transfer-In:	<u>Transfer-Out</u>	Search	Dorm-to-Seg.	Out-to-Court
		Add to Inventory	Other:	
MAILED TO:			DISPOSITION	
NAME:			(S)=STORED (C)=CONTRABAND (M)=MAILED	
ADDRESS:			(I)=IN INMATE'S POSSESSION (D)=DONATE	
CITY / STATE / ZIP				
Items: Description (Detailed and complete include condition) F=Fair G=Good P=Poor N=New				

Q T Y	ITEM	COLOR	CONDITION	DISPOSITION
1	roll on deodorant		G	I
4	BBQ sauce		G	I
4	AA battery		G	I
1	lock w/ key		G	I
1	eye glasses		G	I
1	watch		G	I
1	black wallet		G	I
1	dictionary		G	I
1	bowl		G	I
1	Sony radio		G	I
2	head phones		G	I
1	braun razor		G	I
24	colored pencils		G	I
1	plastic mug		G	I
2	markers		G	I
1	comb		G	I
1	toothbrush		G	I
1	toothbrush holder		G	I
1	tooth paste		G	I
1	nail clippers		G	I
1	soap dish		G	I
3	personal books, assorted		G	I

I certify that all personal property in the possession of the above inmate has been listed on this inventory, with the description and disposition correctly stated.

Dustin Locklear / Barnhill Chandra, Krista
Officer's Name (Print)

[Signature] 18 Dec 20
Officer's Signature / Date

I acknowledge the accuracy and completeness of this inventory.

[Signature]
Inmate Signature

0767480
OPUS Number

18 Dec 2020
Date

I certify that I have received the above listed articles of personal property in the condition specified.

DISTRIBUTION:

WHITE - FACILITY FILE
BLUE - PROPERTY / UNIT FILE
YELLOW - INMATE COPY

[Signature]
Inmate Signature / Date

Defendants' Response to Plaintiff's RFPD

RFPD 0160

Cobey Lakemper v. Hooks, et al; 5:20-cv-3083

Filed 04/05/24

Page 160 of 232

PRISONS
PERSONAL PROPERTY INVENTORY

NAME: <u>Cobey Lakemper</u>		OPUS # <u>0767480</u>	FACILITY: <u>4885</u>	DATE: <u>12-18-20</u>		
Transfer-In	Transfer-Out	Search	Dorm-to-Seg	Out-to-Court	Add to Inventory	Other
MAILED TO:			DISPOSITION			
NAME:			(S)=STORED (C)=CONTRABAND (M)=MAILED			
ADDRESS:			(I)=IN INMATE'S POSSESSION (D)=DONATE			
CITY / STATE / ZIP:						
Items: Description (Detailed and complete include condition) F=Fair G=Good P=Poor N=New						
QTY	ITEM	COLOR	CONDITION	DISPOSITION		
1	Peanut Butter		G	I		
3	Bags of coffee		G	I		
3	Jar coffee		G	I		
1	summer sausage		G	I		
2	blocks cheese		G	I		
1	cup cheese		G	I		
2	creamer (coffee mate)		G	I		
5	honey		G	I		
1	bag corn chips		G	I		
3	fire balls		G	I		
1	hard candy		G	I		
4	cheesy rice		G	I		
8	sardines		G	I		
1	machera		G	I		
1	refried beans		G	I		
33	blow pop candies		G	I		
1	pack gum		G	I		
1	V05 shampoo		G	I		
1	suave shampoo		G	I		
1	lotion		G	I		
1	q tip bag		G	I		
1	mint flossers		G	I		

I certify that all personal property in the possession of the above inmate has been listed on this inventory with the description and disposition correctly stated.

Dustin Locklear / Krista Bombhill-Chamra
Officer's Name (Print)

[Signature] 18 Dec 20
Officer's Signature / Date

I acknowledge the accuracy and completeness of this inventory.

[Signature] # 0767480
Inmate Signature OPUS Number

18 Dec 2020
Date

I certify that I have received the above listed articles of personal property in the condition specified.

DISTRIBUTION:

WHITE - FACILITY FILE
BLUE - PROPERTY / UNIT FILE
YELLOW - INMATE COPY

Inmate Signature / Date

6 Jan 21 Kearney (Cont) Legal Mail Zbortnik Sgts, ALCC
Attn: Al Low
P.O. Box 1145
Atlantic Beach, NC
28512

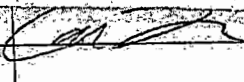

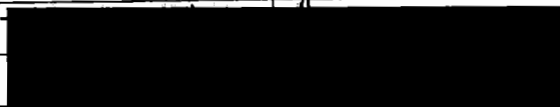


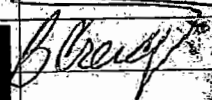


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Raleigh, NC
27699-4794



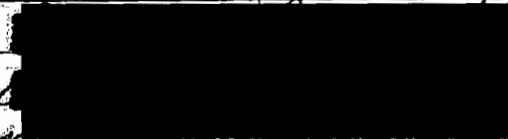
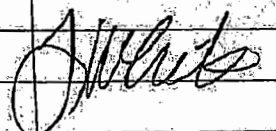


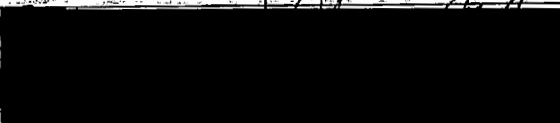


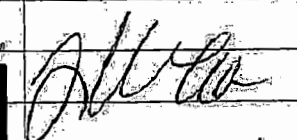


7 Jan 21 Kearney Legal Mail State of NC
Dept of Justice
P.O. Box 629
Raleigh, NC 27602
Public Safety Section

Legal Mail NC Industrial Commission
1240 MSC
Raleigh, NC
27699-1240

Cobey LaKemper
0767480

Cobey LaKemper
0767480

Jan 21	Millis.	Legal	US District Court 200 West Broad St Room 304 Charlotte, NC 281077	Cobey LaKemper 0767480		
			Gaston County Public Defenders Office 325 Dr. MLK Jr Way Suite 3122 Gastonia, NC 28052			
			Lisa Johnson-Tonkin Clerk of Sup. Court Guilford County PO Box 3008 Greensboro, NC 27402			
			Thomas King Att@Law PO Box 11085 Salisbury NC 28145			

Jan 21	Kearney	Legal Mail	NC Dept of Justice Attn: Tort Claims P.O. Box 629 Raleigh, NC 27602-0629	Cobey LaKemper 0767480		
		Legal Mail	NC Industrial Comm 1240 MSC Raleigh, NC 27699-1240			
		Legal Mail (Returned)	NC Industrial Comm Dockets Section 4336 MSC Raleigh, NC 27699			
		Legal Mail	Clerk's Office US District Court P.O. Box 25670 Eastern Dist of NC Raleigh, NC 27611			
		Legal Mail	NCPLS, Inc			
		Legal Mail	Clerk of Sup Court Burke County			

Legal Mail
101 N. McDowell St.
Suite 125
Charlotte, NC
28204

Legal Mail NCPKS, INC


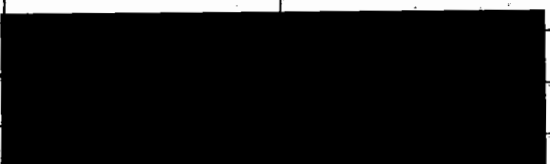
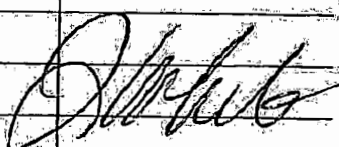

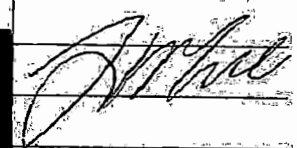

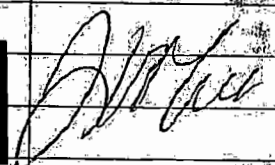
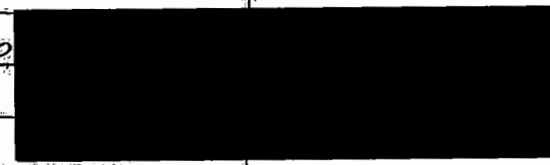
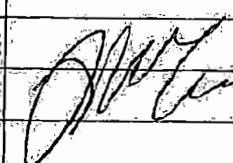
Legal Mail EPS
P.O. Box 177
Appleton, WI
54918-1717



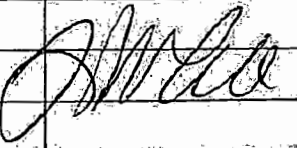
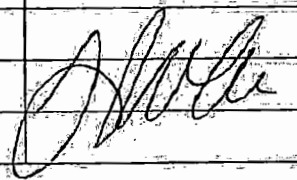
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US Dist Court
P.O. Box 25670
Eastern Dist of NC
Raleigh, NC
27611

Cobey LaKemper
0767480

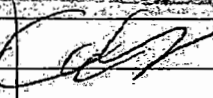


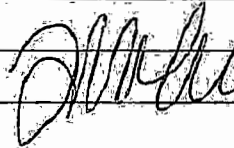




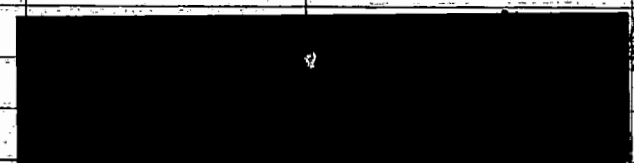

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3 Nov 21	Restraint (Court)	Legal Mail	NC Dept of Justice Attn: Tort Claims P.O. Box 627 Raleigh, NC 27602-0627	[REDACTED]	[REDACTED]	[REDACTED]
		Legal Mail	Bradley B. Letts Sr. Res Sup Ct Judge Judicial Dist 32B 285 W. Main St Ste 3300 Abingessville, NC 28786	[REDACTED]	[REDACTED]	[REDACTED]
		Legal Mail	EP5, Appleton, WI 54912	Cobey LaKemper 0767480	[REDACTED]	[REDACTED]
		Legal Mail	NC Ind Comm 1240 MSC Raleigh, NC 27699-1240	[REDACTED]	[REDACTED]	[REDACTED]

	Legal Mail	Asst. County Att'y 741 Highland Ave Winston-Salem, NC 27101		
Mar 21 Kearney	Legal Mail	NCPIS, Inc	[REDACTED]	[Signature]
	Legal Mail	Isaac C Yoder Yoder Law PLLC P.O. Box 141 Carrboro, NC	[REDACTED]	[Signature]
	Legal Mail	NC Turbost Pomm 1240 Mail Stop C4 Raleigh, NC 27609-1240		

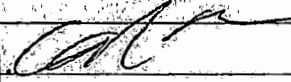
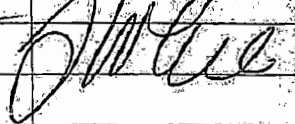
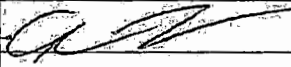
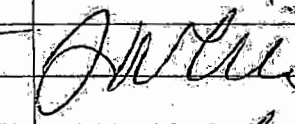

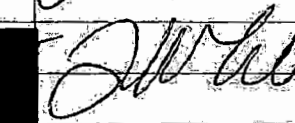






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		legal mail	NC dept. of Justice ATT: Tort Claims P.O. Box 629 Raleigh NC 27602-0629	Cobey W. LaKemp 6767486		
		legal mail	Office of the Clerk Court of Appeals of NC P.O. Box 2771 Raleigh, NC 27602			
		Legal Mail	Supreme Court of U.S. Washington, DC 20543-0001			
		Legal Mail	Office of the Appellate Defender 123 W Main St Ste 500 Durham, NC 27701			
		let Legal Mail	Goufford Co Courthouse 201 S. Eugene St Greensboro, NC 27401			


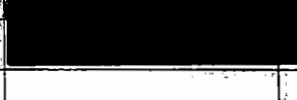
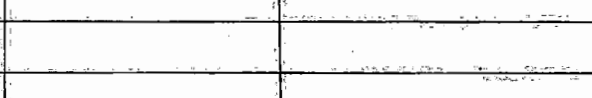

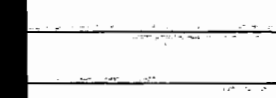
		Orlando, FL 32807		
Varzi Kearney	Legal Mail	Lisa Y. Johnson-Tonkins Clark of Sup Court Guilford County P.O. Box 3008 Greensboro, NC 27402-3008		
	Legal Mail	EPSC Wake Forest Univ School of Law P.O. Box 7206 Winston Salem, NC 27109-		
	Legal Mail	NC Ind Comm 1246 MSC Raleigh, NC 27699-1246	Cobey LaKemper 0767480	
	Legal Mail	EPS P.O. Box 1707 Appleton, WI 54912-1707	↓ Cm	

2 Apr 21	Kearney (Court)	Legal Mail	NC Innocence Inquiry Commission P.O. Box 2448 Raleigh, NC 27602	[REDACTED]	[REDACTED]
		Legal Mail	Chico Legal Info Clinic 25 Main St. Suite 102 Chico, CA 95929-0190	[REDACTED]	[REDACTED]
		Legal Mail	State Ethics Comm 1324 MSC Raleigh, NC 27699-324	Cobey LaKemper 0767480	[REDACTED]
		Legal Mail	Hoyes Attorney, PLLC 342 Hill St Ashboro, NC 27203	[REDACTED]	[REDACTED]
		Legal Mail	Serra Law Firm, PLLC 104 Price St Oak Island, NC	[REDACTED]	[REDACTED]
13 Apr 21	Kearney	Legal Mail	Elite Paralegal Svc P.O. Box 1717 Appleton, WI 54912	Cobey LaKemper 0767480	[REDACTED]

29 Apr 21	Kearney (Cont)	Legal Mail	Marks Ofc US Dist Court Eastern Dist of NC P.O. Box 25670 Raleigh, NC 27611	Cobey LaKemper 076 7480		
		Legal Mail	Wake Forest Univ School of Law P.O. Box 7206 Winston-Salem NC 27109			
		Legal Mail	Ken Raper Merk of Superior Ct Carteret County 300 Courthouse Sq Beaufort, NC 28516			
30 APR 21	Kearney	Legal Mail	NCPLS, Inc			
		Legal Mail	NCPLS, Inc			

3 May 21	Kearney (Cont)	Legal Mail (Returned)	The Law Offices of Atty. Susan E. Brandy 433 N. Elm St Lumberton, NC 28358	[REDACTED]	Done G.H. 5/19/21
		Legal Mail	↓	↓	
		Legal Mail	Shawn Christenberry Esq. 161 Branchview Dr Mooresville, NC 28115	[REDACTED]	Refused
		Legal Mail	↓	↓	
		Legal Mail	EP5 P.O. Box 1717 Appleton, WI 54912-1717	Cobey LaKemper 0767480	Refused
		Legal Mail			
		Legal Mail			
			Offender Refused MAIL		Refused

DATE	Officer Inspecting Mail	Item	From (Address)	To (Address)	Inmate Signature	Officer Distributing or Mailing Items
17 May 21	Kearney	Legal Mail	FPS P.O. Box 1717 Appleton, WI 54912	Cobey LaKemper 0767480		
		Legal Mail	↓	↓		
		Legal Mail	NCPKS, INC	[REDACTED]		
		Legal Mail	NCPKS, INC	[REDACTED]		
		Legal Mail	Atty Gen - St of IL Child Supt Enf Div 401 West Industrial Ave Suite C Effingham, IL 62401	[REDACTED]		
		Legal Mail (Returned)	Thomas C Manning Manning Law Firm P.O. Box 12105 NC Adv for Justice Bldg Raleigh, NC 27608	[REDACTED]		

	Mail		(Address)	(Address)		
3 JUN 21	Keatney	Legal Mail	Lisa Johnson-Tobkins Clerk of Sup Court Guilford County P.O. Box 3008 Greensboro, NC 27402 - 3008			REMOVED
		Legal Mail	San Wake County Clerk of Sup Court P.O. Box 351 Raleigh, NC 27602			
		Legal Mail	NC PLS, Inc			REMOVED
		Legal Mail	NC Dept of Justice Attn: Tort Claims P.O. Box 629 Raleigh, NC 27602 - 0629			REMOVED
		Legal Mail	↓	Cobey LaKemper 0767480		REMOVED

8 Jun 21	Kentney	Legal Mail	Wake Forest Univ. Sch. of Law P.O. Box 351 Raleigh, NC 27602			Bill White
		Legal Mail	EPS P.O. Box 1717 Appleton, WI 54912-1717	Cobey LaKemper 0767480		Bill White
		Legal Mail	Robinson Law Firm 1510 E. Arlington Blvd Ste A Greenville, NC 27838			Bill White
7 Jun 21	Kentney	Legal Mail	Wake Forest Univ School of Law P.O. Box 7206 Winston-Salem, NC 27109			Bill White
		Legal Mail	NC Dept of Justice Attor's Tort Claims P.O. Box 629 Raleigh, NC 27602-0629			Bill White



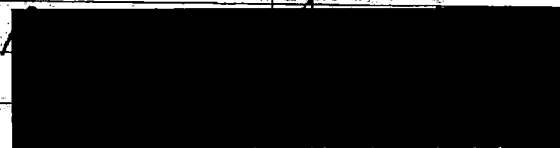

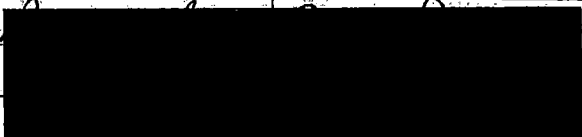
3 JUN 21	Kearney	Legal Mail	<div data-bbox="819 227 1155 292" data-label="Text">[REDACTED] Def'd's</div> <div data-bbox="819 292 1155 406" data-label="Text">P.O. Box 351 Raleigh, NC 27602</div>	[REDACTED]	R. M. White
		Legal Mail	<div data-bbox="819 438 1155 682" data-label="Text">EPS P.O. Box 1717 Appleton, WI 54912-1717</div>	Cobey LaKemper 0767480	R. M. White
		Legal Mail	<div data-bbox="819 698 1155 974" data-label="Text">Robinson Law Firm 1510 E. Arlington Blvd Ste A Greenville, NC 27838</div>	[REDACTED]	R. M. White
3 JUN 21	Kearney	Legal Mail	<div data-bbox="819 1006 1155 1299" data-label="Text">Wake Forest Univ School of Law P.O. Box 7206 Winston-Salem, NC 27109</div>	[REDACTED]	J. M. White
		Legal Mail	<div data-bbox="819 1315 1155 1526" data-label="Text">NC Dept of Justice Att. Tort Claims P.O. Box 629 Raleigh, NC 27602-0629</div>	[REDACTED]	J. M. White

	Jpock		NC Industrial Insurance P.O. Box 52446 Shannon Plaza Station Durham, NC 27717-2446		
June 21	Jpock		United States District Court P.O. Box 25670 Raleigh, NC 27611	Cobey LaKemper 0967480	<i>[Signature]</i> J. D. Darr
			Earl Vick 0418203		J. D. Darr
July 121	Mullis	Legal X 2	Town/Model Vixen Law PLLC PO Box 141 Carrboro, NC 27511		J. D. Darr
July 2, 21	Brooks	Legal	NC Industrial Commission 1240 - msc Raleigh NC 27699 1240	LaKemper, Cobey 0967480	<i>[Signature]</i> J. D. Darr

5/12/21	Keaneey (Post)	Legal Mail	No Dept of Justice Attor Tort Claims P.O. Box 629 Raleigh, NC 27602-0629	Cobey LaKemper 0767480	RM/MD
5/12/21	Keaneey Co	Legal Mail	White & Allen 901 College Ct New Bern, NC 28562	[REDACTED]	
		Legal Mail	Duke Law Lawrence Project Duke Univ School of Law 210 Science Drive Durham, NC 27708-0350	[REDACTED]	RM/MD
		Legal Mail	Office of the Appellate Prof 123 W. Main St, Ste 500 Durham, NC 27701	[REDACTED]	RM/MD
		Legal Mail	Denise Hines Plak of Sup Ct Forsythe County P.O. Box 20099	[REDACTED]	RM/MD


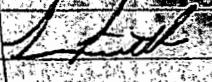



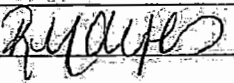
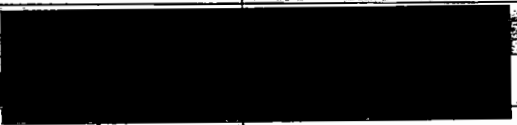
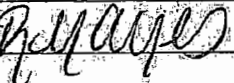

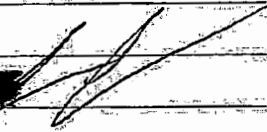
200121	Keatney (Cont)	Legal Mail	William B. Robb DeSadeh Dist. NFB P.O. Box 1871 Pittsboro, NC 27312	[REDACTED]	
		Legal Mail	Law ofcs of Purdym J. Thompson P.O. Box 2253 Oxford, NC 27565	[REDACTED]	Ext Du
		Legal Mail	NC Ind Commission 1240 MSC Raleigh, NC 27699-1240	Cobey LaKemper 076.7480	Ext Du
		Legal Mail	Comm Legal Info Clinic 25 Main St, Suite 102 Chico, CA 95929-4354	[REDACTED]	Ext Du
		Legal Mail	Ian Alance 707 Mallard Ave Durham, NC 27701	[REDACTED]	Ext Du
200121	Keatney	Legal Mail	Avery Graham 0151346	C	

			25402-3000		
2955121	Kearney (Cont)	Legal Mail	Railside Law 708 Rush Road Fayetteville, NC 28305		<i>[Signature]</i>
		Legal Mail	↓		<i>[Signature]</i>
		Legal Mail	Supreme Court of NC P.O. Box 2170 Raleigh, NC 27602		<i>[Signature]</i>
		Legal Mail	EPS P.O. Box 1717 Appleton, WI 54912	Cobey LaKemper 0767480	<i>[Signature]</i>

250621	Kearney (Court)	Legal Mail	EPS P.O. Box 1717 Appleton, WI 54912	Cobey LaKemper 0167480	
Aug 21	Kearney (Court)	Legal Mail	The Law Offices of Franc Novard 1512 E. 4th St Charlotte, NC 28204		J. Davis
		Legal Mail	Law Offices of Kathleen M. Joyce 14460 Falls of the Neuse #143-149 Raleigh, NC 27614		J. Davis
		Legal Mail	Wake Forest Univ School of Law Innocence & Justice Clinic P.O. Box 7206 Winston-Salem, NC 27109		J. Davis
		Legal Mail	↓		J. Davis

1 Aug 21	Kearney (Cont)	Legal Mail	Clerks Office U.S. District Court P.O. Box 25670 EDNC Raleigh, NC 27611	[REDACTED]	L. Davis
		Legal Mail	NCPLS, INC	[REDACTED]	L. Davis
		Legal Mail	Lisa Y Johnson-Toukiss Clerk of Superior Ct Guilford County P.O. Box 3008 Greensboro, NC 27402-3008	[REDACTED]	L. Davis
		Legal Mail	Human Rights Def Ctr P.O. Box 1151 Lake Worth, FL 33460	[REDACTED]	L. Davis
		Legal Mail	↓	[REDACTED]	L. Davis
		Legal Mail	↓	Cobey LaKemper	

4/5/21	Kearney	Legal Mail	NC Center on Attorneys P.O. Box 52446 Shannon Plaza Sta Durham, NC 27717-2446	[REDACTED]	[REDACTED]
		Legal Mail	F. Friel Law 224 S. Cherry St Suite D Winston-Salem, NC 27101	[REDACTED]	[REDACTED]
		Legal Mail	Michael E. Costedine Atty At Law 68 N. Market St Asheville, NC 28801	[REDACTED]	[REDACTED]
		Legal Mail	Vaden Law PLLC P.O. Box 141 Carrboro, NC 27510-0141	[REDACTED]	[REDACTED]
		Legal Mail	Merk's Office U.S. District Court P.O. Box 25670 Raleigh, NC 27611	Cobey LaKemper 0767480	[REDACTED]

DATE	Officer inspecting Mail		(Address)	(Address)	Signature	or Mailing Items
7 Sep 21	Kearney	Legal Mail	Marks Office US District Court P.O. Box 25670 Eastern Division of NC Raleigh, NC 27611	Cobey LaKemper 0767480		
		Legal Mail	Supreme Court of NC P.O. Box 2170 Raleigh, NC 27602			
		Legal Mail	Law Offices of Michael A. Demayo P.O. Box 34426 Charlotte, NC 28234			
		Legal Mail	The Supreme Court of Ohio Law Library 165 S. Front St 12th Floor Columbus, OH 43215-3431			
		Legal Mail	↓	↓		
		Legal Mail	↓			

DATE	ORIGINAL MAIL	RECEIVED	ADDRESS	ADDRESS	SIGNATURE	FOR MAILING ITEMS
27 Sep 21	Kearney (Court)	Legal Mail	Clark's Office US Dist Court P.O. Box 25670 EDNC Raleigh, NC 27611	[REDACTED]	[REDACTED]	[REDACTED]
		Legal Mail	↓	Cobey LaKemper 0767480	[REDACTED]	[REDACTED]
		Legal Mail	↓	[REDACTED]	[REDACTED]	[REDACTED]
		Legal Mail	Wilson (H. for Science and Justice 210 Science Drive Box 90360 Durham, NC 27708-0360	[REDACTED]	[REDACTED]	[REDACTED]
		Legal Mail	Donald R Vaughan and Associates 612 W. Friendly Ave Greensboro, NC 27401	[REDACTED]	[REDACTED]	[REDACTED]

	Mail		(Address)	(Address)	Signature	or M. R. H. H.
28 Sep 21	Kearney (Cont)	Legal Mail	Office of S. R. Adams Atty At Law 2008 Marion St, Ste J P.O. Box 12188 Columbia, SC 29211-2188	[REDACTED]	[REDACTED]	B. J. Adams
		Legal Mail	FPS P.O. Box 1717 Appleton, WI 54912	Cobey LaKemper 0767480	[REDACTED]	Refused
29 Sep 21	Kearney	Legal Mail	Office of the Clerk Court of Appeals of NC P.O. Box 8779 Raleigh, NC 27602	[REDACTED]	[REDACTED]	L. L. Lunt
		Legal Mail	Michelle C. Bazill Clerk of Superior Ct Johnson County P.O. Box 297 Smithfield, NC 27577-0297	↓	[REDACTED]	L. L. Lunt
		Legal Mail	Clerk of Superior Ct Pamlico County P.O. Box 38	[REDACTED]	[REDACTED]	[REDACTED]

DATE	Officer inspecting Mail	Attachment	(Address)	(Address)	Signature	or Mailing Items
30 Sep 21	Kearney	Legal Mail	Nelson T. Peña The Peña Law Firm PA 7950 NW 156th St Suite 201 Miami Lakes, FL 33616	[REDACTED]	[REDACTED]	J.D.
1 Oct 21	Kearney	Legal Mail	FPS 1717 P.O. Box 1717 Appleton, WI 54912-1717	Cobey LaKemper 0767480	[REDACTED]	
		Legal Mail	Jason C. Yoder Yoder Law, PLLC P.O. Box 141 Carrboro, NC 27510	[REDACTED]	[REDACTED]	Sgt Dan
		Legal Mail	Clark of Sup Ct Moore County P.O. Box 936 Port Hope, NC 28387-0936	[REDACTED]	[REDACTED]	Sgt Dan
			Next Page ↓			

DATE	Officer/Agency	Mail	FROM (Address)	TO (Address)	Initials/Signature	On Mailing Items
5 Oct 21		Kearney (Cont)	Legal Mail	NCPLS, Inc NC Industrial Commission 4240 MSC Raleigh, NC 27609-4340	[Redacted]	Sgt. D.
			Legal Mail	Human Rights Defense Center P.O. Box 1151 Lake Worth, Beach FL 33460	Cobey LaKemper CM	Sgt. D.
5 Oct 21		Kearney	Legal Mail	NCPLS, Inc	[Redacted]	Sgt. D.
			Legal Mail	Clerk of Sup Court Alexander County, P.O. Box 100 Taylorsville, NC 28681	↓ Jack	Sgt. D.
			Legal Mail	Clerk of Sup Court Lexington County P.O. Box 68 Lexington, NC 28502-5068	[Redacted]	Sgt. D.

City	Mail	(Address)	(Address)	Signature	Unit, Division or Mailing Items
3001 21 Kearney	Legal Mail	The Law Office of Steward 119 E. Church St 28144	[REDACTED]	[REDACTED]	Sgt Dun
	Legal Mail	Clerk of Sup Court Wake County P.O. Box 351 Raleigh, NC 27602-0351	[REDACTED]	[REDACTED]	Sgt Dun
2021 Kearney	Legal Mail	EPS Post Office Box 1717 Appleton, WI 54912-1717	Cobey LaKemper 0767480	[REDACTED]	Sgt Dun
	Legal Mail	Clerk's Office US District Ct P.O. Box 25670 FD NC Raleigh, NC 27611	↓ [REDACTED]	[REDACTED]	Sgt Dun
	Legal Mail	Off of the Appellate Defender 123 W. Main St Ste 500 Durham, NC 27701	[REDACTED]	[REDACTED]	Sgt Dun

DATE	Onion Inspection Mail	Item	Address	Signature	Other Mail
Dec 20	Kearney (Cont)	Legal Mail	[REDACTED]	Public Clerk of Court P.O. Box 85 Bayboro, NC 28515	
		Legal Mail	Coby LaKemper 0767480	North Carolina Industrial Commission 1240 Mail Service Center Raleigh, NC 27699-1240	
Dec 20	Kearney	Legal Mail	[REDACTED]	Mr. Phillip A. Baddour, III Chair NC Industrial Commission 1236 MSC Raleigh, NC 27699-1236	
		Legal Mail	[REDACTED]	Mr. Barry Block Asst Attorney General NC Dept of Justice Tort Claims Section P.O. Box 629 Raleigh, NC 27602-0629	
		Legal Mail	[REDACTED]	Crescent Title, LLC 7835 Maple Street New Orleans, LA 70118	

DATE	Directing Party	Mail	Address	Address	Address	Address
2 DEC 20	Kearney (Cont)	Legal Mail	[REDACTED]	NCPLS		
		Legal Mail	[REDACTED]	Todd E. Ishee, Commissioner Division of Adult Corr / PRISONS 831 W. Morgan St 4260 Mail Service Center Raleigh, NC 27699-4260		
		Legal Mail	Cobey LaKemper 0767480	Clerk of Court U.S. District Court (WDNC) 200 West Broad St Room 304 Statesville, NC 28677		
3 DEC 20	Kearney	Legal Mail	[REDACTED]	Commissioner of Prisons, Todd Ishee NC Department of Public Safety 831 W. Morgan St Raleigh, NC 27611		
		Legal Mail	[REDACTED]	NCPLS, Inc		
		Legal Mail	[REDACTED]	Clerk of Court Lenoir County Superior Court P.O. Box 68 Kinston, NC 28502-0068		

DATE	MAIL	TO (ADDRESS)	FROM (ADDRESS)	SIGNATURE	REMARKS
3 Dec 20	Kearney Court	Legal Mail	[REDACTED]	NCPLS, INC	
9 Dec 20	Kearney &	Legal Mail	Cobey LaKemper 0767480	Clerk of Court U.S. District Court / EDC P.O. Box 25670 Raleigh, NC 27611	
		Legal Mail	[REDACTED]	NCPLS	
		Legal Mail	[REDACTED]	Guilford County Courthouse Superior Court 201 S. Eugene St P.O. Box 3477 Greensboro, NC 27402	
		Legal Mail	[REDACTED]	NCPLS, INC	
		Legal Mail	[REDACTED]	State of NC Clerk of Superior Court Guilford County, Greensboro P.O. Box 3008 Greensboro, NC 27402-3008	

			(Address)	(Address)	Signature	or Mailing Address
29 Dec 10	Kearney (Cont)	Legal Mail	[REDACTED]	NCPLS, INC		
		Legal Mail	[REDACTED]	Attn: Joseph Dupree, II Owens, Nelson, Owens, & Dupree, PLLC Attorneys at Law 204 West Third Street P.O. Box 36 Greenville, NC 27835		
		Legal Mail	[REDACTED]	Chris Cassor 13 East Carver St Huntington, NY 11743		
		Legal Mail	[REDACTED]	Clerk of Superior Court 300 Courthouse Sq Beaufort, NC 28516		
30 Dec 20	Kearney	Legal	Cobey LaKemper 0767480	Mr Todd Ishree, Commissioner Commissioner of Prisons 831 W. Morgan St 4201 MSC Raleigh, NC 27699-4201		

DATE	Officer Inspecting Mail	Item	From (Address)	To (Address)	Signature	Remarks or Mailing Items
Jan 21	Kearney	Legal Mail	Cobey LaKemper 0767480	NC Industrial Commission 1240 Mail Service Center Raleigh, NC 27699-1240		
		Legal Mail	Cobey LaKemper	JKC Concierge LLC 1140 Cornell Street Scranton, PA 18504		
		Legal Mail	[REDACTED]	North Carolina Dept of Justice Attn Tort Claims Section 9001 Mail Service Center Raleigh, NC 27699-9001		
		Legal Mail	[REDACTED]	Mr. Shawn Jacobs, Esq. Attorney At Law P.O. Box 1851 Wags Head, NC 27959		
		Legal Mail	[REDACTED]	Industrial Commission Clerk's Office 1236 Mail Service Center Raleigh, NC 27699-1236		
		Legal Mail	[REDACTED]	Clerk of Superior Court Johnston County P.O. Box 297 Smithfield, NC 27577-0297		

DATE	Officer Inspecting Mail	Item	From (Address)	To (Address)	Signature	Box or Mailing Name
Jan 21	Hearney (Cont)	Legal Mail	Cobey LaKemper 0767480	Clerk of Court U.S. District Court/WDNC 200 West Broad St Statesville, NC 28677		
Jan 21	Hearney	Legal Mail	[REDACTED]	The Clerk of Court Supreme Court of NC P.O. Box 184 Raleigh, NC 27602		
		Legal Mail	[REDACTED]	NCPLS, INC.		
		Legal Mail	[REDACTED]	Clerk of Superior Court County of Martin 305 East Main St. Williamston, NC 27892		
		Legal Mail	[REDACTED]	Clerk of Court NC Court of Appeals P.O. Box 2779 Raleigh, NC 27602		
		Legal Mail	Cobey LaKemper 0767480	Elite Paralegal Svcs P.O. Box 1717 Appleton, WI 54912-1717		

22 Feb 21	Keatney (Cont)	Legal Mail	[REDACTED]	Chief Superior Court Judge 500 Courthouse Dr Wilkesboro, NC 28697
		Legal Mail	↓	District Attorney's Office 500 Courthouse Dr Wilkesboro, NC 28697
		Legal Mail	[REDACTED]	Chief Superior Court Judge 115 Nash St, E. Wilson, NC 27893
		Legal Mail	↓	District Attorney's Office 115 Nash St. E. Wilson, NC 27893
		Legal Mail	[REDACTED]	Governor's Clemency Office 4294 MSC Raleigh, NC 27699-4294
		Legal Mail	Cobey LaKemper 0767486	National Lawyers Guild Foundation 132 Nassau St, Rm 922 New York, NY 10038

3 Feb 21	Keatney (Cont)	Legal Mail	Cobey LaKemper 0767480	Attn: Robert Brayam Elite Paralegal Services Appleton, WI 54912-1717
4 Feb 21	Keatney	Legal Mail	[REDACTED]	Paulino County Clerk of Courts 202 Main St Bayboro, NC 28515-0202
		Legal Mail	↓	↓
		Legal Mail	↓	Clerks Office U.S. District Court P.O. Box 25670 Eastern District of N.C. Raleigh, NC 27611
		Legal Mail	[REDACTED]	NCPLS, INC
		Legal Mail	[REDACTED]	↓

7 Mar 21	Kearney (Cont)	Legal Mail	[REDACTED]	District Attorney's Office Wake County Justice Center P.O. Box 351 Raleigh, NC 27602-0351
7 Mar 21	Kearney	Legal Mail	[REDACTED]	Clerk of Court Cumberland County Courthouse 117 Dick St Fayetteville, NC 28301
		Legal Mail	Cobey LaKemper 0767480	NC Industrial Commission 1240 MSC Raleigh, NC 27699-1240
		Legal Mail	↓	NC Dept of Justice Attorney General's Office P.O. Box 629 Raleigh, NC 27602-0629
		Legal Mail	↓	Elite Paralegal & Prisoner Services P.O. Box 1717 Appleton, WI 54912-1717
		Legal Mail	[REDACTED]	NC Industrial Commission 1236 MSC Raleigh, NC 27699-1236

24 Mar 01	Kearney	Legal Mail	[REDACTED] 1430849	Superior Court Moore County P.O. Box 936 Carthage, NC 28327-0396
		Legal Mail	Cobey LaKemper 0767480	Ms Beth Thomas Executive Director NCPLS, INC
		Legal Mail	[REDACTED]	Office of the Clerk U.S. District Court 324 W. Market St, Room 401 Greensboro, N.C. 27401
5 Mar 01	Kearney	Legal Mail	Cobey LaKemper 0767480	NC Industrial Commission 1240 MSC Raleigh, NC 27699-1240
			↓	National Lawyers Guild 168 Canal St New York, NY 10038
			[REDACTED]	Off of the Clerk, U.S. District Court 324 West Main St, Room 401 Greensboro, NC 27401

Mail	(Address)	(Address)	Signature	Privilege
23 Mar 21	Kearney (Court)	Legal Mail	[Redacted]	Dist. Ct. Attorney P.O. Box 1029 Smithfield, NC 27577-1029
		Legal Mail	[Redacted]	William D. Spence Atty-At-Law P.O. Box 1230 106 West King Street Kinston, NC 28503
		Legal Mail	Cobey LaKemper	Todd Ishee, Commissioner of Prisons NC Dept of Public Safety 831 W. Morgan St 4260 MSC Raleigh, NC 27699-4260
		Legal Mail	[Redacted]	↓
		Legal Mail	[Redacted]	Mr. Burroughs, Dep Clerk - Civil Clerk of Sup Court Guilford County P.O. Box 3008 Greensboro, NC 27402-3008

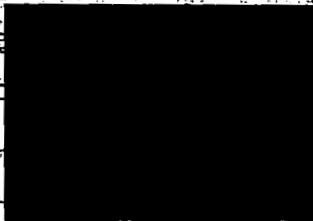
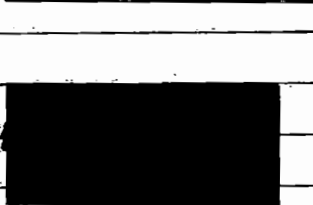
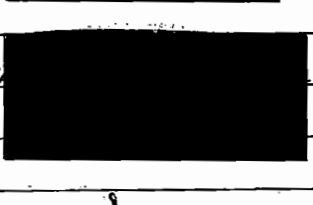
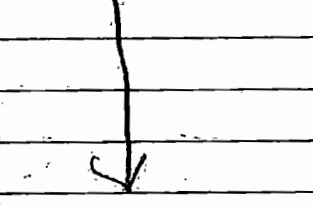
	Mail		(Address)	(Address)	Signature	Original
31 Mar 21	Kearney, (Post)	Legal Mail	[REDACTED]	ARCPLS, Inc		
1 Apr 21	Kearney	Legal Mail	Coby LaKemper 0767480	Elite Paralegal Svcs P.O. Box 1717 Appleton, WI 54917-1717		
		Legal Mail	[REDACTED]	Ms Evelyn Sanders Law Office of Hallscott-Megaro 1300 Semoran Blvd, Suite 195 Orlando, FL 32807		
		Legal Mail	[REDACTED]	Patrick Megaro, ESQ 1300 Semoran Blvd, Suite 195 Orlando FL 32807		
		Legal Mail	[REDACTED]	Clerk of Superior Court Cumberland County P.O. Box 363 Fayetteville, NC 28302-0363		
		Legal Mail	[REDACTED]	Campbell and Associates 717 East Boulevard Charlotte, NC 28203		

DATE	TO (Name & Address)	MAIL	REMARKS
12 Apr 21	Kearney (Box 1)	Legal Mail	NCCEL
		Legal Mail	Penal Law Project Community Legal Info Clinic 25 Main St Chico, CA 95929
		Legal Mail	Washington Lawyers' Committee for Civil Rights and Urban Affairs 11 Dupont Cir N.W. #407 Washington, DC 20036
		Legal Mail	
13 Apr 21	Kearney	Legal Mail	Administrative Office of the Courts NC Indifference Inquiry Commission P.O. Box 2448 Raleigh, NC 27602
		Legal Mail	Cobey LaKemper MS Soyball, Office of the General Counsel NC Industrial Commission 1240 MSC Raleigh, NC 27699-1240

DATE	Office to Forward Mail	Item	From (Address)	To (Address)	Unit & Signature	Office of B.M. or Mailing Item
14 Apr 21	Kearney (Cont)	Legal Mail	[REDACTED]	Dir. of Public Defenders Judicial Dist. 3B Beaufort, NC 28516		
		Legal Mail	Cobey LaKemper 0767480	Mr. Robert Branum Elite Paralegal Svcs P.O. Box 1717 Appleton, WI 54912-1717		
		Legal Mail	[REDACTED]	Sr. Resident Superior Ct. Judge Honorable Joshua W. Willey, Jr. 300 Courthouse Sq Beaufort, NC 28516		
		Legal Mail	[REDACTED]	Governor's Emergency Office 4294 MSC Raleigh, NC 27699-4294		
15 APR 21	Kearney	Legal Mail	[REDACTED]	Judicial Standards Commission P.O. Box 1122 Raleigh, NC 27602		
		Legal Mail	[REDACTED]	Off of the Attorney General of the U.S. U.S. Dept of Justice 950 Pennsylvania Ave, NW Washington, DC 20530-0001		

DATE	Officer inspecting Mail	Item	From (Address)	(Address)	WAL Signature	Office of the Attorney General
Apr 21	Kearney	Legal Mail	Cobey LaKemper 0767480	Clerk of Court U.S. District Court/ED NC P.O. Box 25670 Raleigh, NC 27611		
		Legal Mail		Elite Paralegal Services P.O. Box 1717 Appleton, WI 54912-1717		
		Legal Mail		NC Industrial Comm Clerks Office 1236 MSC Raleigh, NC 27699-1236		
		Legal Mail		NC Dept of Justice Office of the Attorney General P.O. Box 629 Raleigh, NC 27602-0629		
		Legal Mail		Industrial Commission 1240 Mail Service Center Raleigh, NC 27699-1240		
		Legal Mail		Dept of Justice, Attorney General's Office P.O. Box 629 Raleigh, NC 27602-0629		

4/22/21	Kearney	Legal Mail	[REDACTED]	P.O. Box 1064 Lexington, NC 27293-1064
		Legal Mail	↓	Sandie Tysinger Chappel Clerk of Superior Court Davidson County, P.O. Box 1064 Lexington, NC 27293-1064
		Legal Mail	[REDACTED]	Honorable Keith D. Gregory Superior Court Division County of Johnston P.O. Box 297 Smithfield, NC 27577-0297
		Legal Mail	Cobey LaKemper	Mr Jonathan EKblad Asst General Counsel, NCPRS 4201 MSC Raleigh, NC 27699-4201
		Legal Mail	[REDACTED]	Attorney - At Law Mr Fred Webb 341 Carthage St Sanford, NC 27330

			500 S. Salisbury St, Raleigh, NC 27601
	Legal Mail		
	Legal Mail		Amanda Hitchcock 123 W. Main St, Suite 500 Durham, NC 27701
	Legal Mail		Wake County Clerk of Superior Court P.O. Box 351, Raleigh, NC 27602-0351
	Legal Mail		Clerk of Superior Court P.O. Box 3008 Greensboro, NC, De jure
	Legal Mail	↓	Elizabeth Hopkins Thomas (Executive Director) NCPLS, INC
	Legal Mail	Cobey LaKemper 0767480	Clerk of Court US Dist Court, EDNC P.O. Box 25670 Raleigh, NC 27611

			Room 210, Phillips R. Jones Bldg 401 West Trade St Charlotte, NC 28202
	Legal Mail		Clerk of Superior Court Watauga County P.O. Box 13 Boone, NC 28607
	Legal Mail		Asst. Commissioner Brandeshawn Harris 831 West Morgan St Raleigh, NC 27603-1659
	Legal Mail		Pamlico County Clerk of Court 202 Main St Bayboro, NC 28515
	Legal Mail	Cobey LaKemper 0767480	Elite Paralegal Services P.O. Box 1717 Appletown, WI 54912-1717

				Columbus, OH 43215-3431	
4 May 21	Kearney	Legal Mail	[REDACTED]	EPS P.O. Box 1717 Appleton, WI 54912-1717	
		Legal Mail	[REDACTED]	Zacchaeus Legal Services 310 West Jones St P.O. Box 25 Trenton, NC 28585	
		Legal Mail	[REDACTED]	Clerk of Superior Court P.O. Box 3008 Greensboro, NC 27401	
		Legal Mail	Cobey LaKemper	Clerk of Court, EDNC U.S. District Court, EDNC P.O. Box 25670 Raleigh, NC 27611	
7 May 21	Kearney	Legal Mail	[REDACTED]	NCPFS, INC	

DATE	Officer Inspecting Mail	Item	From (Address)	To (Address)	Inspector Signature	Other Distribution or Mailing Items
May 21	Kearney (Cont)	Legal Mail	Cobey LaKemper 0767480	clerk of Court US District Court, EDNC P.O. Box 25670 Raleigh, NC 27611		
		Legal Mail	[REDACTED]	NCPLS, Inc.		
8 May 20	Kearney	Legal Mail	[REDACTED]	The Secretary of Corrections Office Division of Prisons 831 West Morgan St Raleigh, NC 27699		
		Legal Mail	↓	↓		
		Legal Mail	[REDACTED]	Mr. Todd E. Price, Commissioner Division of Adult Correction/Prison Section 831 West Morgan St 4260 MSC Raleigh, NC 27699-4260		
		Legal Mail	[REDACTED]	↓		
		Legal Mail	[REDACTED]	↓		

DATE	DESCRIPTION Mail	FROM (Address)	TO (Address)	SIGNATURE	REMARKS
4 May 21	Kearney (Cont)	Legal letter	[REDACTED]	EDUSA/DOJ/DOJ-A 175 North St NE Room 5400, 3000 Bldg Washington, DC 20530	
		Legal Mail	[REDACTED]	Charles Johnson NCPLS, Inc	
5 May 21	Kearney (Cont)	Legal Mail	[REDACTED]	Granville County Courthouse Office of the Clerk 101 N. Main St Oxford, NC 27565	
		Legal Mail	↓	↓	
		Legal Mail	Cobey LaKemper 0767480	Elite Paralegal Svcs P.O. Box 1717 Appleton, WI 54912-1717	
			[REDACTED]	Todd Ishee, Commissioner Prisons, NC DPS 8311 Morgan St Raleigh, NC 27603	

	Mail		(Address)	(Address)	Signature	or Mailing Items
1 June 21	Kearney	Legal Mail	[REDACTED]	Jennifer Hargo New Hanover County Public Defender 320 Chestnut St, Ste 201 P.O. Box 2560 Wilmington, NC 28402		
		Legal Mail	[REDACTED]	Samuel Dixon, Esq P.O. Box 24 Edenton, NC 27932		
		Legal Mail	↓	District Attorney, Andreu Womble Pasquotank County P.O. Box 449 Elizabeth City, NC 27909		
		Legal Mail	Cobey LaKemper 0767480	Elite Paralegal Service P.O. Box 1717 Appleton, WI 54912-1717		
		Legal Mail	[REDACTED]	Wake County, Part of Superior Court Wake County Justice Center Criminal Division 300 S. Salisbury St Raleigh, NC 27601		

June 15, 2021	Celeste Ipock	Legal Mail	[REDACTED]	North Carolina Prisoner Legal Services P.O. Box 25397 Raleigh, NC 27611
June 15, 2021	Celeste Ipock	Legal Mail	Cobey LaKemper 0767480	US Department of Justice Civil Rights Division Special Litigation Section 950 Pennsylvania Ave Washington DC 20530
June 15, 2021	Celeste Ipock Maureen Stroud CI	Legal Mail	[REDACTED]	The Division of Prisons Chief Disciplinary Hearing Officer Disciplinary Appeal Section 831 West Morgan St Raleigh, NC 27699
2/16/2021	Kearney	Legal Mail	[REDACTED]	Patrick Megaro, Esq. Hall Scott Megaro Law Firm 1500 N. Semoran Blvd, Ste 95 Orlando, FL 32807
		Legal Mail	[REDACTED]	The Division of Prisons Director of Prisons 831 W. Morgan St Raleigh, NC 27699

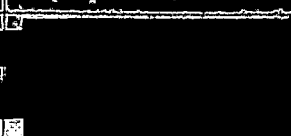
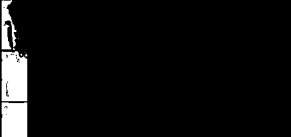
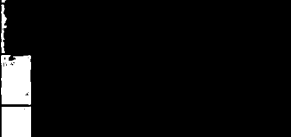
17 Jan 21	Kearney (Cert)	Legal Mail	[REDACTED]	N.C. Center on Actual Innocence P.O. Box 52446, Shannon Plaza Station Durham, NC 27717-2446
		Legal Mail (Certified)	[REDACTED]	Patrick McGowan, Esq. Hollscott McGowan Esq. PC 1300 N. SCOTTSMAN BLVD., Suite 1905 Orlando, FL 32807
		Legal Mail	[REDACTED]	Secretary of Corrections Office Division of Prisons 831 West Morgan St Raleigh, NC 27609
		Legal Mail	↓	Division of Prisons Chief Disciplinary Officer Disciplinary Appeals Section 831 West Morgan St Raleigh, NC 27609
8 Jan 21	Kearney	Legal Mail	Gobey LaKemper 0767480	Elite Paralegal Svcs Post Office Box 1717 Appleton, WI 54912-1717

1 Jun 21	Kearney (Const)	Legal Mail	Cobey LaKemper 0767480	Clerk of Court U.S. District Court/EDNC P.O. Box 25670 Raleigh, NC 27611	
		Legal Mail	[REDACTED]	Supreme Court of U.S. 1 First St, N.E. Washington, DC 20543-0001	
		Legal Mail	[REDACTED]	Supreme Court of Ohio 65 S. Front Street, 12th Floor Columbus, OH 43215-3431	
		Legal Mail	[REDACTED]	↓	
2 Jun 21	Millis	Legal	[REDACTED]	Clerk of Sup. Court Gulfport County PO Box 2008 Greensboro, NC	
			[REDACTED]	Wesley El. Jr. Clerks Office General Court of Justice District Court Division 200 E Main St Elizabeth City, NC	


Defendants' Response to Plaintiff's RFPD
Cobey LaKemper v. Hooks, et al; 5:20-CI-3083

DATE	Officer Inspecting Mail	Item	From (Address)	To (Address)	Signature	or Mailing Items
4 Jul 21	Kearney	Legal Mail	[REDACTED]	Combined Records NC Dept of Corrections 2020 Yonkers Rd Raleigh, NC 27604		
		Legal Mail	[REDACTED]	U.S. Courthouse The U.S. Attorney's office for the Western Dist of NC 100 Ochs St Asheville, NC 28801		
		Legal Mail	[REDACTED]	Clerk of Sup Court Pamlico County P.O. Box 38 Bayboro, NC 28515		
			[REDACTED]	NC Industrial Commission 4300 MSC Raleigh, NC 27699-4319		
		Legal Mail	Cobey LaKemper 076 7480	NC Ind Commission 1240 MSC Raleigh, NC 27699-1240		
			[REDACTED]	NC Dept of Justice, Tort Claims Section P.O. Box 629 Raleigh, NC 27602-0629		


	Mail		(Address)	(Address)	Signature	or Mailing Items
Aug 21	Kearney (Cont)	Legal Mail	[REDACTED]	T. Allen Gorder, Jr. Law Firm 201 Court Street Louisburg, NC 27549		
		Legal Mail	[REDACTED]	NCPLS, INC		
		Legal Mail	[REDACTED]	Judicial District 18 Post Office Box 2434 High Point, NC 27266		
		Legal Mail	↓	↓		
Aug 21	Kearney	Legal Mail	[REDACTED]	Tacchae's Legal Services Attn: Atty Mark Bordell 310 West Jones St Trenton, NC 28585		
		Legal Mail	Cobey LaKemper 0767480	Elite Paralegal Services P.O. Box 1717 Appleton, WI 54912-1717		
		Legal Mail	[REDACTED]	NCPLS INC		

	(Name)		(Address)	(Address)	(Signature)	(or Mailing)
17 Aug 21	Kearney (Court)	Legal Mail		Atty. James Markham		
				UNC Inst. of Government		
				UNC Campus Box 3330		
				Chapel Hill, NC 27599-3330		
		Legal Mail	↓	Atty Jeff Welty		
				UNC Institute of Government		
				UNC Campus Box 3330		
				Chapel Hill, NC 27599-3330		
		Legal Mail		Administrative Office of the Courts		
				NC Innocence Inquiry Commission		
				P.O. Box 2448		
				Raleigh, NC 27602		
		Legal Mail	Cobey LaKemper 0767480	U.S. District Court		
				Clerk of Court		
				P.O. Box 25670		
				Raleigh, NC 27611		
18 Aug 21	Kearney	Legal Mail		Circuit Court Clerk		
				55 W. Church St		
				Martinsville, VA 24112		

Witness	Legal Mail	(Address)	(Address)	Signature	Content Pertaining or Mailing Items
Aug 21 Kearney (Court)	Legal Mail	Cobey LaKemper 0767480	Elite Paralegal Services P.O. Box 1717 Appleton, WI 54912-1717		
	Legal Mail	[REDACTED]	Wilson & Johnson 2425 Tamiami Trail North Suite 211 Naples, FL 34103		
	Legal Mail	[REDACTED]	NCPLS, Inc		
	Legal Mail	[REDACTED]	Clerks Office U.S. District Court P.O. Box 25670 Eastern District of NC Raleigh, NC 27611		
Aug 21 Kearney	Legal Mail	[REDACTED]	NC Dept of Health and Human Services Attn: Lisa Corbett 2001 Mail Service Center Raleigh, NC 27699-2001		
	Legal Mail	[REDACTED]	NCPLS, Inc		


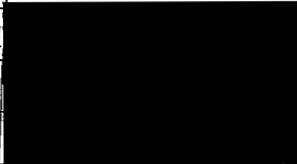



				Division of Adult Corrections / Prisons Sect	
				631 West Morgan St	
				4260 Mail Service Center	
				Raleigh, NC 27699	
Sep 21	Kearney	Legal Mail	Cobey LaKemper 0767480	NC Industrial Commission 1236 Mail Service Center Raleigh, NC 27699-1236	
		Legal Mail	↓	NC Dept of Justice Attn: Mr. Jaren Kelly P.O. Box 629 P.O. Box 629 Raleigh, NC 27602-0629	
		Legal Mail		Atty General NC Dept of Justice Attn: Tort Claims P.O. Box 629 Raleigh, NC 27602-0629	
		Legal Mail	↓	↓	

Mail	(Address)	(Address)	Initials Signature	Officer, Distributor or Mailing Items
7 Sep 21 Kearney (Cont)	Legal Mail	[REDACTED]	Ian Mance, ESO 709 Mallard Ave Durham, NC 27701	
	Legal Mail	Cobey LaKemper 0767480	Clerk of Court U.S. District Court / EDNC P.O. Box 25670 Raleigh, NC 27611	
	Legal Mail	[REDACTED]	Resident Superior Judge Imelda Pote Lenoir County Superior Court P.O. Box 68 Kinston, NC 28502-0068	
	Legal Mail	[REDACTED]	Wake Forest Innocence and Justice Clinic P.O. Box 7206 Winston-Salem, NC 27109	
Sep 21 Kearney	Legal Mail	[REDACTED]	NCPLS, Inc	
	Legal Mail	[REDACTED]	Supreme Court of Ohio Law Library 65 South Front Street Columbus, OH 43215-3431	

	Legal Mail	Case No.	Signature	Office of Labeling or Mailing Items
		Cobey LaKemper 0767480	Elite Paralegal Services P.O. Box 1717 Appleton, WI 54912-1717	
	Legal Mail	✓	Industrial Commission Clerk's Office 1236 Mail Service Center Raleigh, NC 27699-1236	
	Legal Mail		Joseph Biden President of the United States Republic 1600 Pennsylvania Ave, NW Washington, DC 20500-0004	
	Legal Mail		Charles P. Rettig IRS Commissioner 111 Constitution Ave, NW Washington, DC 20224	
	Legal Mail	✓	Roy Cooper Gov of the State State Capital 116 W. Jones St Raleigh, NC 27603-8001	

DATE	TO	FROM	ADDRESS	REMARKS	DATE
28 Sept	Kearney (Court)	Legal Mail	[REDACTED]	Clerk of Court's General Court of Justice District Court Division Pasquotank County 206 E Main St Elizabeth City, NC 27902-0206	
		Legal Mail	↓	↓	
		Legal Mail	↓	State of North Carolina Clerk of Court General Court of Justice District Court Division New Hanover County P.O. Box 2023 Wilmington, NC 28402-2023	
29 Sep	Kearney	Legal Mail	Cobey LaKemper 0767480	Elite Paralegal Services Attn: Mr. Robert Branson, Paralegal P.O. Box 1717 Appleton, Wisconsin 54912-1717	
				SC Attorney General, The Honorable Alan Wilson P.O. Box 11549 Columbia, SC 29211	

Case Name (Case)	Legal Mail	Address	City, State, Zip or Mailing Name
Cobey LaKemper (Case)	076 7480	Elite Paralegal Services Mr. Robert Brandon P.O. Box 1717 Appleton, WI 54912-1717	
	Legal Mail	[REDACTED]	Prison Legal Svcs P.O. Box 25397 Raleigh, NC 27611
	Legal Mail	[REDACTED]	Mr. Gordon Widenhouse, P.A. P.O. Box 2663 Chapel Hill, NC 27515-2663
	Legal Mail	[REDACTED]	NC Industrial Commission 1240 Mail Service Center Raleigh, NC 27699
	Legal Mail	[REDACTED]	Benjamin Gurwitz NC Dept of Justice P.O. Box 627 Raleigh, NC 27602
	Legal Mail	[REDACTED]	Ruel Law 1201 W. Peachtree St, Suite 2300 Atlanta, GA 30309

	Oct 21 Kearney (Court)	Legal Mail		Clerk of Court Zenoir County Superior Court P.O. Box 68 Kinston, NC 28502-0065
Oct 21	Kearney	Legal Mail		Clerk of Court NC Supreme Court P.O. Box 2170 Raleigh, NC 27602
		Legal Mail		The Cassan Law Firm, PC 13 E. Carver St Huntington, NC 11743
		Legal Mail		Elite Paralegal Svcs. P.O. Box 1717 Appleton, WI 54912-1717
		Legal Mail	Cobey LaKemper 0767480	↓
		Legal Mail		Clerk of Superior Court Alamance County 212 E. Alam St W. Elm St Graham, NC 27253

REQUEST FOR SPECIAL DRAW
PAMLICO CORRECTIONAL INSTITUTION APR 15 2021

Offender Name: Cobey LaKemper Date: 15 April 2021 RECEIVED

OPUS Number: 0767480 Bed Location: G-116

Amount: \$ 900.00

+ \$ 5.00 Bank Money Order Fee or

+ \$10.00 Bank Cashier's Check Fee (\$1,000.00 or more).

\$ 905.00

Total withdrawal from Trust Fund Account

Purpose of special draw request, or item to be purchased: Perform legal research and provide legal material and copies. I have three pending civil lawsuits against NC DOC and need the services of EPS in order to litigate, particularly since NCPLS does NOT provide assistance.
Company or Individual the Money Order or Cashier's Check should be made out to:

Name: Elite Paralegal Services ("EPS")

Address: PO BOX 1717

City, State, Zip Code: Appleton, Wisconsin 54912-1717

IT'S A BUSINESS
E. Rust

Cobey LaKemper
Offender Signature

☐ Yes ☐ No The additional personal property form (3.22-1) is completed and attached
(If you are ordering publications or photographs)

☒ Approved ☐ Disapproved [Signature] 4-14-21
Unit Manager I or II Date

Please ensure that you have Unit Management's approval before putting your Special Draw Request in the mail drop box. Provide a stamped, self-addressed envelope along with any other required documentation.

Offenders may request approval for a special draw from their Trust Fund account for such purposes as to help support dependents, pay an attorney or other legitimate creditor, procure articles authorized under Department regulations and policies, transfer of funds from one inmate's account to another, and to open a savings account in accordance with Departmental policy. To send money to an individual, supporting documents must be attached (bills, invoices, statements, etc.) The individual should be on your approved visitation list. Exceptions may be allowed on a case by case basis.

☒ Approved ☒ Disapproved [Signature] 4/15/21
Superintendent or Designee Date

Requests without the required documentation will not be processed and will be returned to you.

To: Elite Paralegal Services ("EPS")

Appleton, Wisconsin

From: Cobey LaKemper 0167480

601 North Third Street

Bayboro, NC 28515

Date: 15 April 2021

Re: Deposit

Dear EPS—

Please find enclosed an institutional check (or money order) made payable to 'Elite Paralegal Services' in the amount of \$900.⁰⁰. Please deposit these funds into my EPS "account" for me to use in upcoming needs pertaining to my civil cases.

Please be informed that I am intentionally not including my private code herewith, for DOC staff are able to read this letter without leaving it unsealed in order for them to insert the check. I am cautious after DOC staff in Georgia actually stole my identity, ruined a business and ruined my credit. They are criminals by and large.

Thank you.

Cobey LaKemper

RFPD 0228

0767480
Third Street
C 28515



Elite Paralegal Services
PO BOX 1717
Appleton, Wisconsin

54912-1717



North Carolina Department of Public Safety
Division of Prisons

Roy Cooper, Governor
Erik A. Hooks, Secretary

Timothy D. Moose, Chief Deputy Secretary
Todd E. Ishee, Commissioner of Prisons
Brandeshawn Harris, Assistant Commissioner

April 27, 2021

Cobey LaKemper, 0767480, G-116

Re: Special Draw Request

Offender LaKemper,

Attached is your special draw request for a money order to Elite Paralegal Services. Per departmental policy IV (a), offenders may request approval for a special draw for such purposes as to help support dependents, pay an attorney or other legitimate creditor, procure articles authorized under Department regulations and policies. Money cannot be sent to open accounts for future use.

Thank you for your cooperation,


T. Freeman
Trust Fund Office

Copy: Trust fund files

Attachments: Special draw request
Stamped envelope with insert

MAILING ADDRESS:
601 N. 3rd Street
Bayboro, NC 28515
www.ncdps.gov



An Equal Opportunity employer

OFFICE LOCATION:
601 N. 3rd Street
Bayboro, NC 28515
Telephone: (252) 745-3074
Fax: (252) 745-7698

DISAPPROVED CORRESPONDENCE LOG

Date Rec'd	Inmate Name	Inmate Number	Sender's Name / Address	Description Correspondence / Contraband	Inmate Appealed Y/N	Date to Review Comm	Disposition of Review Committee/Facility
12/30/2020	LAKEMPER, COBEY	0767480	JESSIE COLON P.O. BOX 186 NICEVILLE, FL 32578	MULTI-LAYERED	Y	12/31/2020	APPEAL DENIED 2/10 MAILED 3/18
1/8/2021	LAKEMPER, COBEY	0767480	MOM P.O. BOX 186 NICEVILLE, FL 32588	MULTI-LAYERED	Y	1/11/2021	APPEAL DENIED 1/26 MAILED 2/17
1/8/2021	LAKEMPER, COBEY	0767480	KATIE DONOVAN 2124 SUNLIGHT TER TALLAHASSEE, FL 32311	MULTI-LAYERED W/EMBELLISHMENT	Y	1/11/2021	APPEAL DENIED 1/26 MAILED 2/17
1/8/2021	LAKEMPER, COBEY	0767480	MOM P.O. BOX 186 NICEVILLE, FL 32588	GLUED INSERT	Y	1/11/2021	APPEAL DENIED 1/26 MAILED 2/17
1/26/2021	LAKEMPER, COBEY	0767480	KATIE DONOVAN 2124 SUNLIGHT TER TALLAHASSEE, FL 32311	W/GLUED	Y	1/27/2021	APPEAL DENIED 2/15 MAILED 3/18
6/16/2021	LAKEMPER, COBEY	0767480	MEET-AN-INMATE.COM P.O. BOX 845 WINCHESTER, OR 97495	SOLICITATION	Y	6/18/2021	APPEAL DENIED 8/4 MAILED 8/23
8/31/2021	LAKEMPER, COBEY	0767480	MOM P.O. BOX 186 NICEVILLE, FL 32588	STAINED WITH SUBSTANCE	Y	9/3/2021	APPEAL DENIED 9/24 MAILED 10/6

DISAPPROVED PUBLICATION LOG

Date Received	OFFENDER NAME	I/M No.	Sender's Name/Address	Description of Contraband	Inmate Appealed Y/N	Date to PRC	NOTES
9/1/2021	LAKEMPER, COBEY	0767480	MR. MAGAZINE 1625 N CLINTON RD ROCHESTER, NY 14621	SPORTS ILLUSTRATED WINTER 2017	Y	09/02/21	APPEAL GRANTED; BOOK RECEIVED 10/7/21
9/3/2021	LAKEMPER, COBEY	0767480	AMAZON.COM P.O. BOX 1853 ELKTON, MARYLAND 21922	SPORTS ILLUSTRATED WINTER 2016	Y	09/09/21	APPEAL DENIED ALL PAPERWORK FORWARDED TO BERTIE 1/7/22